



LARAMIE COUNTY GOVERNMENT

TITLE Accidents and Injuries	APPROVAL DATE 8/15/1995
SECTION Safety	REVISION DATE 12/20/2016

County Vehicle Accidents

If an employee is involved in an accident while acting within the scope of his or her duties as a Laramie County employee and/or while driving a Laramie County vehicle, the employee shall follow these instructions:

- A. Stop immediately and investigate, regardless of how minor the accident may appear. **Do not move any vehicle until told by law enforcement. Check for any injuries to self, passenger, persons in other vehicle(s), and pedestrians.**
- B. Prevent further accidents by warning other drivers with a light, flag, or similar device, **when appropriate.**
- C. **Call 911 for any assistance needed, including ambulance service. The appropriate law enforcement agency MUST be called immediately to investigate all accidents.** Follow the directions of the law enforcement officer. Do not discuss the accident with anyone except law enforcement, the proper representative of Laramie County (Elected Official, Department Director, Manager, Risk Analyst, County Attorney/Risk Manager), or a properly identified claim representative of the County's insurance company. **Do not discuss liability with anyone.**
- D. When driving a personal vehicle, give the other driver(s) involved your name, address, license number, and insurance agent, getting the same information from the other driver(s). When driving a County vehicle, give as the insurance agent:
Wyoming Association of Risk Management
P.O. Box 427
Cheyenne, WY 82003
Phone 307-433-9400
- E. Employees are required to submit to a post-accident drug test, and will be directed to report to the collection site so that a drug test may be performed. The employee involved may not consume alcohol for 8 hours after the accident, or until he/she has taken an alcohol test, whichever comes first. The employee must remain readily available for such testing and may not take any action to interfere with the testing or the results of testing.

Definition of an Accident- An unplanned, undesired event, not necessarily resulting in injury, but damaging property and/or interrupting the activity in process, to the point where it is judged to be more than a minor incident. Discretion and judgment of Risk Management and/or the Department Head may be applied in individual situations; however, in cases of doubt, the testing should be done. In all cases where there is injury or death, or significant property damage, a post-accident test shall be done.

- F. Report the accident as soon as possible to Risk Management; and to your Supervisor, Elected Official, or Department Manager.
- G. Observe and record all information in a written accident report to the Risk Manager, attaching a copy of the police report. If the damage is estimated to be \$1,000 or more, or in case of death or bodily injury, a Wyoming Traffic Accident Report SR21 must be submitted to the Wyoming Department of Transportation through Risk Management within ten (10) days of the incident.
- H. Refer to the Laramie County Safety Manual.



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Medical Emergency or Injury/Public/Employee

If an employee or member of the public experiences a medical emergency or injury on County property, the employee witness should call 911 and request an ambulance, and notify the County Risk Manager as soon as possible. If an employee is injured on the job, his/her supervisor, director or manager should be informed, a Workers Compensation and injury report filed with Risk Management. Refer to the County Safety Manual.