

CHAPTER Facilities	CHAPTER 08	SECTION 002	SUBJECT 15
SECTION Transportation		DESCRIPTION Vehicle Incident/Accident Reporting	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input checked="" type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) reports all vehicle incidents or accidents involving persons served and/or agency vehicles, regardless of fault.

PROCEDURES:

- A. Staff in a vehicle incident or accident for work purposes immediately call 911 or the non-emergency dispatch number and ensure safety of any passengers.
 - 1. Staff are responsible for getting the incident number from law enforcement, if possible.
- B. Staff report all incidents or accidents to their supervisor on the day of the incident or accident.
- C. The supervisor notifies Contracts/Facilities Manager, Chief Clinical Officer (CCO), and the Chief Executive Officer (CEO).
- D. If the staff is injured, the supervisor notifies Human Resources and follows LCCMH Policy 05.001.130 Worker’s Compensation / On-the-Job Injuries to ensure required reports are completed.

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- E. If person served is injured, staff must complete an incident report in the electronic medical record, per LCCMH Policy 04.001.35 Incident Reporting, Sentinel Events and Root Cause Analysis.
- F. The staff (driver) completes and signs the appropriate Lapeer County' Michigan Municipal Risk Management Authority (MMRMA) incident report form, based on property damage and/or bodily injuries to their self, person served, and others, if applicable.
 - 1. Staff forward the completed form to the Contracts/Facilities Manager no later than the next business day after the incident or accident.
 - 2. All MMRMA incident report forms are found in the templates folder.
- G. The Contracts / Facility Manager reports any vehicle incident or accident to the Lapeer County Administration no later than the next business day after the incident or accident and forwards a copy of the completed MMRMA form.
- H. The staff (driver) is responsible for obtaining a copy of the police report from law enforcement, once available, and forwarding it to the Contracts/Facilities Manager. The Contracts/Facilities Manager forwards the report to the County Administration. County Administration further distributes copies as necessary.

REFERENCES:

LCCMH Policy 04.001.35 Incident Reporting, Sentinel Events and Root Cause Analysis
 LCCMH Policy 05.001.130 Worker's Compensation / On-the-Job Injuries
 MMRMA Auto Claim Incident
 MMRMA Auto Liability Claim Incident
 MMRMA Liability Claim Incident
 MMRMA Property Claim Incident

LR & BS

 This policy supersedes
 #09/09023 dated 09/15/2009.
