

Describe what actions could have prevented the accident/incident:

List all PPE utilized: _____

Was a passenger motor vehicle involved Yes or No If so, Vehicle # _____ License Plate # _____

Employee/volunteer owned
Report damage to personal insurance

City owned
Submit Exhibit A to Finance Officer

Was city equipment involved: Yes or No Unit # _____ Equipment Description: _____

Did damage occur to: Private Property
Contact Police
Submit Exhibit A to Finance Officer

City Property
Over \$500 Contact Police
Submit Exhibit A to Finance Officer

Estimated Cost: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Law Enforcement Contacted	Y	N	Police Report Attached	Y	N
Human Resources Contacted	Y	N	Directed Employee Drug Testing	Y	N
Photos Attached	Y	N			

REMINDER: Employee should not admit or acknowledge fault or assume any responsibility for an accident or incident.