

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 6
VERSION: 3**

SUBJECT/TITLE: VEHICLE ACCIDENTS

POLICY: Drivers of County vehicles shall report all vehicle accidents involving County vehicles.

All mileage permittees shall report any accident incurred while driving on County business. This includes driving to and from home.

The County insurance program protects permittees from liability for damage to persons or property while driving on County business. This insurance does not cover damage to the employee's vehicle. It is the employee's responsibility to maintain insurance for damages that may occur to his/her own vehicle.

In the event an employee is in an accident, the County of Los Angeles Report of Vehicle Accident or Incident Form (76V54) must be completed and reviewed and signed by the driver's supervisor. The form should be submitted to Hospital Administration within 24 hours of the accident, and a copy provided to the Office of Environmental Health & Safety located in Cottage I.

PURPOSE: To state OVMC policy covering reports of automobile accidents involving drivers of County vehicles or County mileage permittees.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE:

References: DHS Policy No. 923, "Vehicle Accidents"	
Approved by: VEC-2011Jan	Date: 08/14/2014
Review Date: 08/14/2017, 3/96, 3/99, 2/02, 3/05	Revision Date: 4/86, 2/02, 1/08, 5/11
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