Pleasant Valley Fire District
District Policy

Accidents Involving Pleasant Valley Fire District Vehicles

Purpose:
To establish policies and procedures for handling accidents involving Pleasant Valley Fire District vehicles.

Accidents during emergency and non-emergency response:

- The responding vehicle will stop immediately.
- The first responsibility of the driver or uninjured firefighters is to check the extent of firefighter and/or civilian injuries, and to call for the appropriate level of emergency medical help, such as an ambulance, if needed. Except for emergency medical treatment, fire company personnel shall refrain from offering any unsolicited assistance to civilians. Do not discuss the accident.
- The officer in charge of the incident and the police shall be notified immediately, providing the exact location and extent of injuries.

No admission of fault shall be made by any Pleasant Valley Fire District personnel at the scene of the incident. The officer or driver of the apparatus involved shall gather the following information:

- Name, address, phone number, of civilians involved
- Operator's information and insurance information of civilians involved.
- Vehicle information of civilian vehicles involved.
- An initial summary of injuries.
- Names, addresses, phone numbers of any witnesses if possible.
- The driver of the apparatus involved will only provide information outlined in first three items above.
- The driver/officer shall fill out the attached accident report upon return to station. (See Attachment)
- Pictures of accident scene and vehicles involved should be taken.
- Any injured firefighter shall fill out an injury report as soon upon return to station.

If the fire chief or his/her designee is not present, they shall be notified as soon as possible.

The chief or his/her designee shall notify a Fire Commissioner.

Complete the accident/incident report and give to chief. (See Attachment)

Special Procedures:

No Pleasant Valley Fire District vehicle shall be towed without the consent of a Commissioner or Chief.

If a Pleasant Valley Fire District vehicle must be towed, it shall be towed to the nearest Pleasant Valley Fire District Station or Matt's Auto Body.

If the accident results in serious injuries or death the apparatus shall be placed out of service immediately and secured for investigative purposes.

Approved March 8, 2022

Pleasant Valley Fire District - Accident/Incident Report

The following report is to be completed by the officer or driver immediately after an accident involving a Pleasant Valley Fire District vehicle.

Apparatus # _____

Date of Incident: _____ Time of Incident: _____

Location of Accident: _____

Fire Incident # _____

Fire Incident Location: _____

Officer in Charge: _____

Driver: _____ Officer: _____

Firefighters on Apparatus (Name & Location on Apparatus):

1. _____
2. _____
3. _____
4. _____
5. _____

Firefighter Injuries/Fatalities/Medical Treatment/Hospital (Name/Injury):

_____
_____
_____

Civilian Injuries/Fatalities/Medical Treatment/Hospital (Name/Injury):

_____
_____
_____

Investigating Law Enforcement Officer: _____

Owner Information	Vehicle 1	Vehicle 2
Name	_____	_____
Address	_____	_____
License #	_____	_____
VIN #	_____	_____
Vehicle Make	_____	_____
Vehicle Model	_____	_____
Vehicle Year	_____	_____
Insurance Company	_____	_____

Witnesses:

1. Name
   _____
   Address
   _____
   _____
   Phone _____

2. Name
   _____
   Address
   _____
   _____
   Phone _____

Briefly describe what happened:

_____
_____
_____
_____

Briefly describe damage to:

Fire District Vehicle(s):

_____
_____
_____

Civilian Vehicle(s):

_____
_____
_____

Disposition of Fire District Vehicle(s):

_____