

LEBANON FIRE DISTRICT  
POLICY, PROCEDURE AND INSTRUCTION

SECTION: 1100 – Administration Policy

TITLE: **Vehicle Accidents, Towing Disabled Department Vehicles**

NUMBER: **1100-23**

SUPERSEDES: All Previous Documents Related to PPI Manual

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Name Date

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1. **POLICY**

- 1.1.1 Set guidelines for personnel involved in collision or other accidents with department vehicles, and the towing of department vehicles.
- 1.2 **All vehicle accidents involving Lebanon Fire District vehicles or property must be investigated by police agency having jurisdiction.**

2. **PROCEDURE**

- 2.1 ENROUTE TO AN EMERGENCY: If a vehicle is involved in an accident, the person in charge will evaluate the extent of the accident and:
  - 2.1.1 Notify dispatch of the accident.
  - 2.1.2 The vehicle shall remain at the scene unless directed to continue by the supervisor. Mark location of wheels and take photos.
  - 2.1.3 If response time will not be greatly affected, it is best to have the vehicle remain at the scene.
  - 2.1.4 If injuries result, aid will be rendered by members of the unit. Members of the unit will notify dispatch that they are unable to complete the response and to dispatch another unit to the original call. In addition, if unit is unable to be safely driven, they shall request an additional unit to the location for transport if necessary.
  - 2.1.5 Request police and other assistance as needed. Dispatch shall be directed to notify shift supervisor.

2.1.6 Driver of vehicle is responsible for completing all necessary reports.

2.1.7 The involved unit may need to proceed to the original emergency if:

- There is no major damage,
- The original call is a true emergency,
- No other units are available,
- There are no injuries,
- **A card with insurance and driver's information is left at the scene.**

**In any event, the unit needs to return to the scene in a timely manner to complete the accident report.**

2.2 NON-EMERGENCY ACCIDENTS INVOLVING DISTRICT VEHICLES: Person in charge will evaluate the extent of the accident and:

2.2.1 Notify dispatch of status.

2.2.2 Render aid to injured as needed.

2.2.3 Request police and other assistance as needed.

2.2.4 Direct dispatch to notify shift supervisor.

2.2.5 Driver of vehicle will not leave the scene of the accident.

2.2.6 Driver of vehicle is responsible for completing all necessary reports.

2.3 REPORTS: Personnel involved in accidents with District vehicles shall ensure the appropriate reports are completed. Reports are contained in the red "Accident/Incident" packets, which are available on the vehicles and through the shift supervisor. Personnel shall follow the flow-sheet on the packet to determine forms appropriate to the situation.

2.3.1 A copy of the Oregon Driver & Motor Vehicles Services accident report shall be submitted to the Oregon Health Division, EMS Section, within 30 days when an ambulance vehicle is involved in any reportable accident.

2.3.2 Personnel should avoid conversations with other parties assigning guilt or responsibility for the accident until an investigation has been completed.

2.4 VEHICLE ACCIDENTS WITNESSED WHILE RESPONDING: Vehicle will stop, assess injuries, determine need for additional resources, and:

2.4.1 Notify dispatch of the accident, location, and that they are stopping to assess. Notify the appropriate police agency.

- 2.4.2 Notify dispatch if it is determined an additional unit(s) need(s) to be dispatched to original call or scene. If applicable, a qualified individual may remain at the scene to provide care and the driver can proceed to original call; having additional resources respond to the location of the accident.
- 2.4.4 If a District vehicle is indirectly involved in accident, the driver is to have dispatch notify the shift supervisor.
- 2.5 TOWING OF DEPARTMENT VEHICLES: Anytime a department vehicle becomes disabled, the individual in charge will immediately notify dispatch and their supervisor. In order to reduce the possibility of becoming stuck, care should be taken when positioning District vehicles. If at all possible, vehicles should be left on the roadway or solid ground and lines or equipment stretched or carried to the location as needed. The following guidelines should be observed if a vehicle needs towing:
  - 2.5.1 During business hours, the shift supervisor is to contact the Benton County Shops to have vehicle towed. They shall be prepared to give BC Shops details of the type of situation, location, and vehicle number. After hours, or if the mechanic is not available, the shift supervisor will make necessary arrangements with towing company to have vehicle towed.