



**Public Health**  
Prevent. Promote. Protect.

Canton City Public Health

## Canton City Public Health

### Vehicle Accident Report Instructions

#### **What to do in case of an accident with another vehicle or property.**

- 1) Pull to the side of the road away from traffic. Turn on your hazard lights/emergency flashers.
- 2) Check yourself and others for injuries and render aid as needed.
- 3) Call 911 in an emergency and report any injuries.
- 4) Call Dispatch if it is a non-emergency: 330-649-5800.
- 5) Call your Supervisor on their cell phone or at the Health Department at 330-489-3231.
- 6) Obtain names, phone numbers and employer info for all drivers, passengers and witnesses.
- 7) Take photos of your vehicle and the other vehicle/damaged property.
- 8) Follow all guidance and instructions provided by law enforcement.
- 9) Identify yourself and show your driver's license and insurance identification card. Do not discuss insurance terms with the other party. Do not assume the blame for the accident and, above all, do not agree to any settlement.
- 10) Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. However, if the officer asks you if you want a citation issued to the operator of the other vehicle, you may answer yes.
- 11) Note if there are any injuries reported by anyone involved in the accident.
- 12) If an adjuster or any other representative from the other driver's insurance company contacts you for a statement (either written or recorded), refer that person to the Canton City Law Department and inform your supervisor.
- 13) Complete a City of Canton Motor Vehicle Accident Report form 800-011-05-F within 24 hours. Send form to Supervisor and Health Commissioner. The Health Commissioner will send this form to the City of Canton Safety or Service Director and City of Canton Law Department.
- 14) If the employee was injured in the vehicle accident, the employee will complete a City of Canton Injury Report form within 24 hours. The employee's supervisor should complete the City of Canton Employee Injury Supervisor's Report within 24 hours. If there were any witnesses to the vehicle accident, then the City of Canton Employee Injury Witness Statement should be completed within 24 hours. These forms will be given to the Health Commissioner.
  - If the employee sought medical attention for these injuries, the Fiscal Manager will send the forms over to the City of Canton HR department.
  - If the employee did not seek medical attention, the Fiscal Manager will file the report(s) and keep per the Health Department's Record Retention Policy. If at any time, the employee ends up seeking medical attention, then the Fiscal Manager would send the report(s) over to the City of Canton HR Department.