

Auto Accident Reporting

Rev. 3/14/14

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Purpose: To establish proper reporting procedures for vehicle accidents involving county employees.

Scope: All Wayne County Employees.

I. Employee(s) Involved in Accident

A. Seek medical attention if necessary

B. Notify Supervisor immediately (if applicable)

1. Corporate Care of Wooster Community Hospital and MedPro are instructed to contact the Safety / Loss Control Manager upon arrival for treatment.

II. Supervisor

A. Notify Safety / Loss Control Manager immediately 330-287-5449 or 330-201-4149.

If not available, contact the County Administrator 330-287-5401.

B. Forward the following documents within 24 hours to Safety / Loss Control Manager:

1. Wayne County Accident Report
2. Traffic Report
3. Return to Work Form

III. Safety / Loss Control Manager

A. Immediately notify County Administrator for insurance purposes and possible subrogation.

1. Forward traffic report and all medical bills in case of subrogation.
- B. Follow-up on lost time and restricted duty claims
 - C. Notify Sedgwick and forward all necessary documentation