3-09/070.05 - Driver's Responsibilities

Drivers of Department vehicles and drivers of permittee vehicles, while on Department business and involved in any collision/incident which results in any property damage or bodily injury, shall:

- Remain at the scene until a police report is made by the proper jurisdictional agency;
- Promptly notify a supervisor of the incident;
- Promptly prepare the required Department forms for reporting such collision or damages; and
- Follow procedures outlined in the Miscellaneous Administrative Procedures chapter.

Citizens should not be delayed any more than is necessary to exchange the required information.

The driver shall be responsible for completing one or more of the following forms:

- Report of Vehicle Accident (SH-AD-665) - complete both sides, including diagram, and sign. The address and telephone number of the employee's unit of assignment shall be used in completion of all forms pertaining to the collision/incident; and

  NOTE: Employees shall not indicate their home address or home telephone number.

- Incident Report (SH-R-49) is also necessary under the following circumstances:
  - When there is another crime connected with the traffic collision, but not a part of the collision itself; and
  - When a traffic collision results in an arrest for a crime other than "Driving Under the Influence," the arrest information shall be contained in a separate report under the same URN. DUI arrests shall be reported on an SH-R-221, Complaint Report Driving Under the Influence.

If a Department/permittee vehicle is involved in a collision within the Sheriff's jurisdiction, the investigating unit shall complete the Traffic Collision Report (CHP-555). If the collision occurs in another jurisdiction or is being investigated by the California Highway Patrol, a copy of the collision report shall be requested and a notation that the report will be forthcoming shall be included in the narrative of form SH-AD-665.

A deputy involved in an on-duty traffic collision, while driving a Department vehicle, must notify his private automobile insurance carrier in writing within 30 days of the incident. This notification, made under penalty of perjury, shall state whether or not he was operating the vehicle in the performance of his duty during the hours of his employment.

NOTE: Mileage permittees are covered by the county for third party liability when driving their personal vehicles on duty to conduct county business. Mileage permittees shall be provided a one-page instruction sheet entitled "Information and Instructions for Permittee Drivers" and a notice of insurance coverage card, to be kept in their vehicle. The notice of insurance coverage shall be shown to third parties as proof of insurance when a permittee is involved in a traffic collision while driving his personal vehicle on duty to conduct county business.