7-02/130.00 Vehicle Damage Reports

Upon being assigned a vehicle, the Driver will make a visual inspection of that vehicle, noting any physical damage.

If damage is noted, the Driver will check the Vehicle Damage notebook by the Watch Sergeant's Office to ascertain whether the damage had previously been reported.

If the damage was reported and proper notations were made on the Vehicle Damage Sheet, the Driver may proceed with his assignment.

If the damage has not been reported, the Driver will make the notations on the Vehicle Damage Sheet in the notebook and report the damage to a supervisor. In the event there is no sheet for that vehicle, a blank will be inserted in the notebook in numerical order, and the proper notations shall be made. Be sure to enter the vehicle number in the lower right corner of the sheet.

When the damage has been repaired, the Automotive Coordinator will remove the sheet from the Vehicle Damage notebook.

This procedure does not in any way, take the place of the procedures in the Department Policy and Procedures Manual regarding accident or damage reporting. Personnel are still required to promptly report every accident and/or incident causing damage.