



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 3.2

TO: All City of Dublin Employees

FROM: Megan D. O'Callaghan, City Manager *Megan O'Callaghan*

SUBJECT: Accident/Damage Reports

DATE: January 1, 2026

Supersedes and replaces Administrative Order 3.2 dated December 5, 2014, regarding the same subject.

PROPOSER: Division of Human Resources

1. PURPOSE

This Administrative Order sets forth the City's official policy regarding the filing of Employee Accident/Damage Reports, Supervisor's Investigation of Accident/Damage Reports and, subsequent activities of various City staff to properly respond to and record accidents/damage. These reports and procedures are designed to provide an official record of all damages or accidents involving City vehicles and property, as well as, an efficient means of assimilating pertinent information.

2. DEFINITIONS

A. *Vehicles* - City or privately owned automobiles, trucks, or motorcycles.

B. *Equipment* - City or privately owned machinery, tools, or personal equipment; for example:

(1) *Machinery* - backhoes, mowers (riding, self-propelled, and pushing) leaf-vacs, trailers and trailer tool units, compressors, generators, street cleaner, tractors etc.

(2) *Tools* - power hand tools to include: jackhammers (pneumatic), concrete saws, weed eaters, etc.

(3) *Personal and/or Office Equipment* - radios, weapons, issued clothing, computer, mobile phone, protective gear of any kind, etc.

C. *Operator* - One who operates machinery or tools or drives a vehicle.

D. *Property* - Refers to items other than vehicles or equipment, particularly: buildings, structures, fences, turf, posts, signs, trees, etc.

E. *Accident* - An unexpected and undesirable event which results in damage to City or privately owned vehicles, equipment, and/or property.

F. *Damage* - Impairment of the value, worth, usefulness, or appearance of City or privately owned vehicle(s), equipment, or property.

3. PROCEDURE - VEHICLES

In the event a City owned vehicle or equipment, (Machinery only) is involved in an accident, which is in the public right-of-way or involves privately owned vehicles, equipment, and/or property;

A. Make sure all individuals receive prompt medical attention, if necessary.

B. Obtain a police report.

(1) If the accident occurs within the jurisdiction of the City of Dublin, immediately notify the Dublin Police to obtain a report. Do not move vehicles or equipment involved, unless it is clearly necessary to avoid further damage or injury.

(2) If accident occurs out of the jurisdiction of the City of Dublin, obtain a police report from the police agency having jurisdiction.

C. Contact Fleet and explain damage incurred. Fleet will render a decision as to whether the vehicle/equipment should be transported, whether contact service is appropriate, or if the vehicle/equipment can continue to be operated with no risk to safety.

D. The operator shall report the accident to their direct supervisor by submitting the incident information on online incident reporting software.

E. The supervisor, upon report of the incident will conduct an investigation and complete the supervisor portion of the incident information on the online reporting software.

F. Based upon the collection of previous report(s), Human Resources will:

(1) File a claim with the appropriate insurance company, if necessary.

- (2) Collaborate with the supervisor to decide what action is necessary.
- (3) Disseminate information to the appropriate City work units and Officials as deemed necessary.

4. PROCEDURE – DAMAGE

In the event City vehicles, equipment, and/or property is damaged but does not involve privately owned vehicles, equipment, property, or injuries requiring professional emergency medical treatment (i.e. Emergency Medical Squad):

- A. Ensure all individuals receive prompt medical attention, if necessary.
- B. Stop and assess the damage.
- C. Contact Fleet and explain damage incurred. Fleet will render a decision as to whether the vehicle/equipment should be transported, whether contact service is appropriate, or if the vehicle/equipment can continue to be operated at no risk to safety.
 - (1) Vehicle/equipment repair will be the responsibility of Streets and Utilities Fleet, as will the records of such repairs.
 - (2) Damage to property will be assessed and repaired by the appropriate work unit.
- D. The operator will submit the incident information on the online reporting software.
- E. The immediate supervisor shall conduct an investigation and complete the supervisor portion of the incident information on the online reporting software.
- F. Based upon the collection of previous reports, the Office of Human Resources will:
 - (1) File a claim with the appropriate insurance company, if necessary.
 - (2) Collaborate with the supervisor to decide what action is necessary.
 - (3) Disseminate information to the appropriate City work units and Officials as deemed necessary.

5. PROCEDURE – PERSONAL PROPERTY DAMAGE

In the event of personal property damage to an employee's property, subject to the limitations outlined in Administrative Order 3.9.

- A. Make sure all individuals receive prompt medical attention, if necessary.
- B. Immediately notify supervisor.
- C. Employee will submit the incident information on the online reporting software within three (3) days of damage occurring. Employee must include circumstances under which the property damage occurred, the type, brand name, model, value, and condition of the property prior to damage occurring together with the damaged property.
- D. The immediate supervisor, upon report of the incident will conduct an investigation, and complete the supervisor portion of the incident report on the online reporting software.
- E. Based upon the collection of previous reports, the Office of Human Resources will:
 - (1) File a claim with the appropriate insurance company, if necessary.
 - (2) Collaborate with the supervisor to decide what action is necessary.
 - (3) Disseminate information to the appropriate Departments/Divisions staff as deemed necessary.