

CENTRAL STATE HOSPITAL  
POLICY

SUBJECT: **ACCIDENTS INVOLVING STATE VEHICLES**

ANNUAL REVIEW MONTH: December

RESPONSIBLE FOR REVIEW: Police Captain

LAST REVISION DATE: February 2008

---

---

It is recognized that on occasion traffic accidents will occur in state owned or state leased vehicles. The objective of this policy is to ensure that appropriate hospital staff are notified of accidents and that required reports and forms are submitted to appropriate state agencies in compliance with state laws, Division of Mental Health, Developmental Disabilities, and Addictive Diseases (MH/DD/AD) and the Department of Human Resources (DHR) Rules and Regulations.

Drivers of CSH vehicles must immediately report any vehicle accident to the law enforcement agency with jurisdiction, their supervisor, CSH Police Department and the Risk Manager (via CIR). The reporting procedures are outlined in CSH Procedure 5.15A.

**Approved:**

**This policy was approved by the CEO and CMO in April 2008.**