

## **Procedure for Reporting Vehicle Collision or Damages**

**Any employee involved in a vehicle accident/incident (collision or damage) with a BAMSI leased/owned vehicle while working will:**

1. If there is a collision or damage involving the BAMSI Driver's vehicle hitting or being hit by another vehicle or a BAMSI vehicle hitting a fixed object (i.e. mailbox, parked car, lamp post), the supervisor or on-call supervisor (after hours) must be contacted **immediately**.
2. The supervisor receiving this call must immediately report to the Director of Operations who will, in turn, inform the appropriate Vice President.
3. The employee involved must download and complete the following forms by the end of their shift:
  - a. [Commonwealth of Massachusetts Motor Vehicle Crash Operator Report](#)
  - b. [BAMSI Adverse Incident Report](#)
  - c. [BAMSI Auto Accident Summary Report](#)
  - d. [BAMSI Driving Record Authorization Form](#)
  - e. If there is an injury, [First Report of Injury Jotform](#)
  - f. If the local police are called, the police report also must be submitted.
4. The employee must submit all originals of each form to his/her supervisor **by the end of the shift** following the incident, keeping a copy for their own records.
5. Take pictures of the damage to the vehicle.

**Within 24 hours of accident/incident, the employee's supervisor will email all completed forms and pictures all together to:**

[VehicleAccidentsDamage@bamsi.org](mailto:VehicleAccidentsDamage@bamsi.org)

This email address will automatically provide all the information to Facilities, Finance, Human Resources and Quality & Improvement.