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Accident Investigation

Part I - Accident Report (to be completed by employee or supervisor)					Equipment Nu	Equipment Number		Case Number	
Employee Name		Age	Sex	Social Security Num	ber Classifica	ition	Today's Date		
Employ	ee's Home Address					City		State	Zip
Make & Type of Equipment					Den	artment/Division	Date of Accide	ent Time	of Accident
Make a Type of Equipment								orreolaont	
Location of accident Weather Cond			ditions		Visibility		Street Conditions		
			raction of Other Va	Vahiala Damaga ta C		to City Vahiala	Damage to Other Vehicle		or Vohiclo
Speed and Direction of City Vehicle Speed and D			irection of Other Vehicle		Damage to City Vehicle		Damage to Other Vehicle		
e	License Number and Description of	Vehicle							
ehic	Driver's Name and Address								
Other Vehicle	Owner's Name and Address								
	Name and Address of Injured								
>									
Injury	Extent of Injury								
-	Name and address of doctor who rendered aid				Where was the injured taken?				
ses	Name and Address								
Witnesses	Name and Address								
Wit	Name and Address								

Part II - Account of Accident in Driver's Own Words

Estimated Cost of Repairs at Garage	Repair Job Number	Signature of Official in Charge of Garage	Date
\$			

Part III - Departmental Investigation of Accident (to be completed by supervisor)					
Was accident investigated at the scene?	If the answer is no, please explain:				
⊖Yes ⊖No					
Were there road or traffic conditions the may have contributed to this accident?	If the answer is yes, please explain:				
⊖Yes ⊖No					
Were there mechanical defects found on th vehicle?	If the answer is yes, please explain:				
⊖Yes ⊖No					

Departmental Findings and Recommendations:

All statements in this report have been investigated and, to the best of my knowledge, I find the facts to be as stated herein, except as indicated in the following statement:

Signature of Supervisor/Department Head or Investigator	Date		
Part IV - Action of Board of Inquiry (to be completed by boa	Case Number		
This case was considered by the Board of Inquiry this day and we fin			
Employee has been disciplined.	Report may be filed.		
Employee has left service.	Outsider has ordered repairs made at private garage.		
Employee has been discharged.	Employee has ordered repairs made at private garage.		
Employee was not negligent.	Outsider has ordered repairs made at municipal garage.		
Employee was negligent.	Employee is to pay \$ toward cost of repairs to		
Damage to City equipment.	outsiders' car repaired at municipal garage.		
No damage to City equipment.	Employee has paid cost of repairs.		
Department to assume cost of repairs.	Outsider has paid cost of repairs.		
Employee to pay \$ toward cost of repair	Employee to appear before Board or	ו	
Collect cost of repairs from outside.			

Supplemental findings and/or recommendations

Signature of Board Secretary

Today's Date

Part V - Office of the City Manager

The rulings and recommendations of the Board of Inquiry are hereby approved and adopted.

Signature of City Manager

Date