



**AUTOMOBILE CLAIMS  
INSTRUCTION CARD  
Policy 19**

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**CITY OF KETTERING**  
*Safety & Health Program*  
*Automobile Claims Instruction Card*

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**Responsibility for Safety**

All City employees are responsible for safety.

**The City Manager:**

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

**Responsibilities of Department Directors**

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

**Responsibilities of Safety Coordinator/Executive Committee**

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

### **Responsibilities of Supervisors**

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

### **Responsibilities of All Employees**

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

CITY OF KETTERING  
AUTOMOBILE CLAIM INSTRUCTIONS

This vehicle is owned by the City of Kettering and is exempt from the requirement of carrying or establishing proof of insurance under the exemption contained in Ohio Revised Code 4509.71. Nevertheless, each driver is provided with this letter which may be given to any interested party in the event of a vehicular accident.

Employees operating City-owned motor vehicles are not authorized agents for the City of Kettering for claim settlement purposes. Any and all claims should be forwarded to:

Law Department  
City of Kettering  
3600 Shroyer Road  
Kettering, OH 45429  
Phone: (937) 296-2471

The City is insured through the Miami Valley Risk Management Association (MVRMA). Through MVRMA, the City receives automobile liability insurance coverage, subject to various policy terms and conditions. The City's participation in MVRMA does not waive, amend or otherwise alter any immunities, restrictions, or limitations provided by law.

Regardless of the circumstances, no employee, agent, volunteer, or elected official of the City is authorized to make any representation, statement, promise, or assurance as to the validity or payment of any claim which may be asserted against the City. All claims shall be investigated by the Miami Valley Risk Management Association's Claims Manager, who has decision-making authority with regard to the acceptance or denial of any such claim.

Any claim which may be asserted against the City, its employees, agents, volunteers, or elected officials shall be submitted in writing to the address listed on the face of this letter. The information will then be forwarded to the MVRMA Claims Manager. Once an investigation of the matter has been completed, the claimant will receive notification from the Claims Manager as to the acceptance or rejection of the claim.



## **Procedures for Traffic Accidents Involving City Vehicles**

1. Check for injuries. If there are injuries, call 9-1-1.

### **Inside the City of Kettering**

2a. Telephone or radio the Kettering Police Department to inform them of your location, whether or not anyone is injured or trapped in a vehicle, the nature of injuries if known, and the exact location of the accident.

### **Outside the City of Kettering**

2b. Telephone or radio the Police Department of the jurisdiction you are in to inform them of your location, whether or not anyone is injured or trapped in a vehicle, the nature of injuries if known, and the exact location of the accident. If you do not know what jurisdiction you are in and there are no injuries, call the Kettering Police Department, and they will forward the call.

3. After making sure appropriate Emergency Medical Services are en route, you may render first aid to any injured persons to the extent you are trained to do so.
4. If outside of Kettering, call the Kettering Police Department and advise them of the accident and location as well as your name, department and vehicle number. The Kettering Police Department will make a determination as to whether or not one of our officers will be sent to your location.
5. Notify your supervisor immediately.
6. Do not move your vehicle unless the location of the vehicle creates a hazard to the safety of other persons or traffic, or if the jurisdiction you call asks you to do so.

**\*\*\*INCONVENIENCE OF TRAFFIC IS NOT A VALID REASON TO MOVE YOUR VEHICLE.\*\*\***

It is not against any law or policy to move your vehicle out of traffic if you deem it necessary due to hazards which exist in your circumstances. The reason the Kettering Police Department prefers you not move the vehicle, is that it may inhibit our ability to investigate the accident.

7. Make no admissions or statements to anyone regarding the accident until the arrival of an officer from the jurisdiction in which you are. Then give an explanation to the police officer only. While we prefer you give a written statement, it is NOT REQUIRED as part of the police investigation. Your own department rules govern any statements given to your supervisor. The VMC requires Form P18-004 be completed within 5 days of an accident.

**Kettering Police Department: (937) 296-2555  
If injuries: 9-1-1  
Radio is Base 4**

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

6.26.18

Date



Mark Schwieterman  
City Manager

Issued:

6.26.18

Date



Sara E. Mills Klein  
Director of Human Resources

— Reviewed 05/18.