

# MEMORANDUM

## State of Alaska

Department of Transportation & Public Facilities  
Office of the Commissioner

TO: Distribution

DATE: October 4, 2013

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FROM: Michael J. Coffey  
Chief, Statewide Maintenance &  
Operations

SUBJECT: Unified Reporting for  
Accidents Across the State

### PURPOSE

This policy memorandum formalized the intent to develop a policy and procedure (P&P) for the department to provide unified reporting for accidents across the state.

### POLICY

This policy requires that department employees report accidents in a manner consistent with current regulations and that provides reliable data for use by Risk Management, Safety Officers, State Equipment Fleet (SEF), and insuring state equipment and property are repaired in a timely manner.

### PROCEDURE

Alaska Statute 28.35.080, Sections (a) and (b) state: *The driver of a vehicle involved in an accident resulting in bodily injury to or death of a person or total property damage to an apparent extent of \$2,000 or more shall immediately, by the quickest means of communication, give notice of the accident to the local police department if the accident occurs within a municipality, otherwise to the Department of Public Safety.*

*The driver of a vehicle involved in an accident resulting in bodily injury to or death of a person or total property damage to an apparent extent of \$2,000 or more shall, within 10 days after the accident, forward a written report of the accident to the Department of Administration and to the local police department if the accident occurs within a municipality. A report is not required under this subsection if the accident is investigated by a peace officer.*

The Department of Transportation & Public Facilities (DOT&PF) Safety Manual, Chapter 2.9, Section 6.1 requires that after the accident, and as soon as possible, the driver (employee) shall notify his Supervisor and Regional Safety Officer.

1. All accidents and avoidable incidents that cause damage to a state asset, property or employee, regardless of the dollar value, will be reported to the District Superintendent. It is the Superintendent or District Manager that is responsible for notifying the appropriate Division/Section for further action (Facilities, SEF, etc.).

2. Prepare and forward the following forms within five working days regardless of dollar threshold:
  - a. Supervisors Accident Investigation Report, Form 02-932.
  - b. Liability Accident Notice, Form 02-919.
3. Prepare and forward the following forms within 10 days if the accident is over \$2,000 and/or there is an injury:
  - a. Alaska Motor Vehicle Crash, Form 12-209.
  - b. Alaska Certificate of Insurance, Form 466 (Failure to return this form to the Division of Motor Vehicles can cause employees to lose their license).
4. The following forms are required as noted:
  - a. Incident/Accident Investigation Folder if damage is over \$5,000 or a repeat incident within a 12 month time period from a first incident or as required by the Regional Safety Officer within 10 days of the accident.
  - b. Employee Report of Occupational Injury, Form ROI 07-6100.
  - c. Employer Report of Occupational Injury, Form ROI 07-6101.

Photographs of the accident site, damaged equipment or property as well as any official peace officer report should also be included.

Distribution of completed forms:

1. Supervisors Accident Investigation Report – accompanies the Liability Accident Notice.
2. Liability Accident Notice – Risk Management, Safety Officer, State Equipment Fleet (if a state vehicle/equipment is involved) and Facilities (if state property/building is involved).
3. Alaska Motor Vehicle Crash Form and Alaska Certificate of Insurance – Risk Management, the local police department unless investigated by a peace officer, Division of Motor Vehicles (the address is on the form), Regional Safety Officer and State Equipment Fleet and/or Facilities.
4. Incident/Accident Investigation Folder – Regional Safety Officer
5. Reports of Occupational Injury shall be emailed to [doa.dop.roi@alaska.gov](mailto:doa.dop.roi@alaska.gov). They are distributed to the proper agencies from there.
  - a. For ROI 07-6100 the form must be sent within 30 days after injury occurred.
  - b. For ROI 07-6101 the form must be sent within 10 days after you have knowledge that your employee has been injured.

Occupational Safety and Health Administration (OSHA) must be notified within eight (8) hours after receipt by the employer of information that an accident has occurred if the employee requires an overnight hospital stay or a fatality occurs.

Post-Accident Drug/Alcohol Testing per DOT&PF P&P 08.02.011:

An employee operating a commercial motor vehicle is required to undergo post-accident testing for drugs and alcohol as soon as possible following any accident that meets the following conditions:

1. Human fatality; or
2. The driver receives a citation within eight (8) hours (for alcohol testing) or 32 hours (for drug testing) of the occurrence under state or local law for a moving traffic violation arising from the accident, if the accident involved:
  - a. Bodily injury requiring immediate treatment away from the scene; or
  - b. Disabling damage to any vehicle, requiring tow away.


If the accident occurred on a nonpublic roadway or a state owned airport where citations are not issued, and the accident involved bodily injury or disabling vehicle damage as described above, the driver is subject to post-accident testing.

This department does not consider routine occurrences such as pulling a stuck vehicle from a ditch or snow berm to be accidents for purposes of determining when post-accident testing is required.

The Regional Safety Officers will prepare a quarterly report to Headquarters showing all Highway & Aviation accidents, amount of property damage, and safety investigations finalized or in process.

  
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Concurrence Approval  
Michael J. Coffey  
Chief, Statewide Maintenance & Operations

10/4/13  
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Date

  
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Approval  
K. Kim Rice, P.E.  
Deputy Commissioner

10/8/13  
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Date