

Vehicle Accidents

**If there is an emergency,
call 9-1-1**

- Ensure your safety.
- Document the Scene.
- Document the information.
- Notify your supervisor.
- **Employees please notify CompCare On-Call at 877-234-0898 and Human Resources at (804) 966-8512 of any injuries.**
- Complete and submit a New Kent County Incident Report Summary along with any additional documents and pictures to the Incident Reporter in the Financial Services Department.
- Arrange for the vehicle damage to be estimated by a local body shop once all information is received.

Workplace Injury

**If this is a life or limb
threatening injury,
immediately dial 9-1-1**

1. Injured employee immediately notifies supervisor of incident.
2. Injured employee immediately calls CompCare On-Call. **1-877-234-0898**
3. VRSA CompCare On-Call gathers pertinent information and advises the injured employee on appropriate care.
4. VRSA CompCare On-Call immediately notifies the medical facility; if the injured employee is seeking treatment.

Vehicle Breakdowns

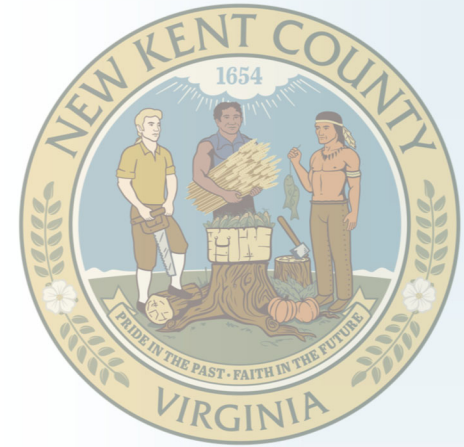
If your vehicle breaks down, has a flat tire, dead battery, or needs an unscheduled repair, call New Kent County Vehicle Maintenance Facility at (804) 966-9670.

Arrangements will be made to have your vehicle repaired.



New Kent County

12007 Courthouse Circle
PO Box 150
New Kent, VA 23124
Phone: (804) 966-9861



ACCIDENT INCIDENT GUIDE

WHEN A WORK RELATED INJURY OCCURS:
IMMEDIATELY CALL VRSA COMPCARE ON-
CALL AT **1-877-234-0898**

Member Name: **New Kent County**

Member # **017**

*After review, please keep this guide in your
vehicle.*

ENSURE YOUR SAFETY

Move to Safer Area—Stay clear of passing vehicles.

Check for Injuries—Call 9-1-1 if injuries are suspected.

Call Police to the Scene—Get their contact information to receive a report.



TOWING

Please call (804) 966-9670, New Kent County's Vehicle Maintenance Facility for assistance with vehicle towing if the vehicle is not drivable.

DOCUMENT THE ACCIDENT SCENE

TIP: USE YOUR CELL PHONE TO TAKE PHOTOS AND NOTES

All vehicles—Including license plates.

All Damage—Vehicle and any property damage.

Street/Intersection—Lights, stop signs, street signs, etc. Show the whole area.

Traffic Conditions—Views coming from each direction.



DOCUMENT THE INFORMATION

Use your cell phone to take photos of:

1. Drivers' Licenses
2. Insurance Cards
3. License Plates

Contact Information—Take photos or fill out notes as needed.

Driver 1

Name/Address _____
Phone # _____
Driver's License _____
License Plate _____
Insurance Card _____

Driver 2

Name/Address _____
Phone # _____
Driver's License _____
License Plate _____
Insurance Card _____

Police

Name/Badge # _____
Phone # _____
Report # _____

Witnesses

Name/Phone _____
Name/Phone _____
Name/Phone _____

Additional Information

