



**TO:** FULTON COUNTY DEPARTMENTS/AGENCIES  
**FROM:** RISK MANAGEMENT DIVISION  
**SUBJECT:** PROCEDURES FOR REPORTING AUTOMOBILE ACCIDENTS  
**DATE:** DECEMBER 1, 2023 (REVISED)

All automobile accidents must be reported to Risk Management as soon as possible to mitigate the county's property and financial risks. All employees involved in an automobile accident must call the police and notify their supervisor immediately. This is especially important when drivers are involved in accidents where injuries and damages have occurred. **Claims that are reported after thirty (30) days may result in nonpayment from Risk Management.**

Once a claim has been reported to Risk Management, the reporting department/agency should contact Central Maintenance to arrange for the damaged vehicle to be appraised. If repairs are not completed within thirty (30) days of prior authorization, Risk Management will not pay for any repairs, leaving the department/agency to absorb the cost of repairs. This process helps to ensure that the county's vehicle assets are maintained and available for service for county business.

When completing a Fulton County Internal Accident Report Form (see attached), please make sure that the following information listed below is complete and accurate as possible to ensure timely processing of your claim:

1. Name of Driver (s) (3<sup>rd</sup> Party Included)
2. Department/Agency
3. Year, Make and Type of Vehicle
4. Vehicle Identification Number (VIN)
5. Department Head or Authorized Designee Signature
6. Date of Accident
7. Description of damaged property and/or injuries
8. Insurance Carrier of Third Party (If applicable)
9. Name of Responding Police Department and Report Number (Any claim that does not have a police report may result in a delay of your claim)

Any incomplete or unsigned loss reports will be returned to the reporting department/agency. Risk Management must be notified in writing prior to forwarded loss reports of any authorized non-department head designee for signature on loss report.

Please give all assigned/authorized drivers and supervisors a copy of the Fulton County Internal Accident Report form along with this reporting procedure document. Any inquiries should be directed to (404) 612-7637.