



NUMBER	EMS 107
TITLE	Vehicle Accidents, Incidents & Citations
CATEGORY	OPERATIONS
APPROVED BY	Board of Supervisors
EFFECTIVE DATE	2026-03-17
ORIGINATION & REVISION DATES	2026-03-17

PURPOSE

To establish clear procedures for the prompt reporting, documentation, and review of all work-related motor vehicle accidents involving agency vehicles or personnel as well as personal vehicles used on duty.

GUIDELINE

This guideline serves as part of the ***Cedar County EMS System Emergency Vehicle Driving Policy***.

Accident/Incident Procedure

If an accident or incident occurs, the safety of all parties involved is the top priority. Stop and investigate immediately. If you were responding to a call, notify dispatch immediately so an alternative response can be initiated. If you were transporting a patient, maintain patient care, and request dispatch to send an alternative transport unit.

Check for injuries of employees and civilians and assist as needed and able. Notify dispatch of the location of the accident; number, type, and extent of any injuries, including if the EMS crew is injured; and any additional units that are needed. Law enforcement will be dispatched to investigate all EMS-related vehicle accidents/incidents. Dispatch will also notify the EMS Director.

If vehicles are drivable and there are no injured parties, remove the vehicles from the traveled portion of the roadway. If there are injuries or fatalities, do not move any vehicles. Activate the emergency vehicle warning lights to help protect the scene.

Do not discuss the accident with anyone other than law enforcement and Cedar County EMS leadership. Do not make any statements as to fault.

Obtain names and addresses of witnesses, if possible. Photos should be taken, if possible, using an agency camera or phone only.

Reporting Requirements

In addition to the above, any accident, incident, or citation involving a company vehicle or a personal vehicle while on duty should be reported to the EMS Director as soon as possible, but reporting should not delay or interrupt patient care. An EMS department incident report should be completed and submitted to the EMS Director within 72 hours. In addition, if the incident is a motor vehicle accident, a Cedar County vehicle accident report must also be completed.



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In addition to any criteria in this guideline, all employees must comply with general Cedar County accident reporting requirements.