

Webb County Risk Management Department

POST ACCIDENT

- Notify the Police Department
- Report the accident to your Supervisor
- Report the accident to Risk Management at (956) 523-4143 OR IF AFTER 5:00 PM call HR at (956) 236-2512.
- Remain at the scene of the accident until released by law enforcement.
- Take photos of damage to all units/vehicles involved
- Very Important!! Employee cannot drive county vehicle until HR office obtains the results.

FORMS NEEDED FOR INTERNAL CLAIM **Auto/Property Damage**

The following information is required to process a claim:

- INCIDENT REPORT
- SUPERVISOR ACCIDENT INVESTIGATION REPORT
- STATEMENT (detailed account from employee of occurrence)
- POLICE REPORT/SHERIFF'S REPORT
- PHOTOS OF PROPERTY DAMAGE/AND OR INJURY
- QUOTE FROM CONTRACTED VENDOR (PO will be requested & expensed thru "Claims Paid" account)
- IF THE DEPARTMENT PAID FOR ANY REPAIRS, PLEASE REPORT THE LOSS (EXPENSE) TO RISK MANAGEMENT.
- DEFENSIVE DRIVING CERTIFICATION; (for at-fault drivers)

Please provide all above information as soon as possible in order to process a claim.