



Trinity County Vehicle Accident Information Sheet

1. All Trinity County employees who operate a County-owned vehicle shall be responsible for verifying that the vehicle has a **Vehicle Accident Information Sheet** and **current insurance card** in the glove box.
2. In the event of an accident, the appropriate **law enforcement agency** shall be notified as soon as possible by the employee who was operating the vehicle. The individual shall fill out the **Vehicle Accident Information Sheet** and return it to the County Judges Office as soon as possible. If the operator is unable to notify the law enforcement agency, someone at the accident scene or the employee's supervisor shall make the necessary contact.
3. In the event of an accident that does not require contacting the appropriate law enforcement agency the individual shall fill out the **Vehicle Accident Information Sheet** and return it to the County Judges Office as soon as possible.
4. The Trinity County employee shall be responsible for immediately notifying his/her **supervisor, department head or elected official**.
5. The employee, supervisor, department head or elected official shall immediately notify the **County Judge's Office**. The phone numbers are located on the Vehicle Accident Information Sheet located in each vehicle. Daytime contact number is 936-642-1746.
6. The employee shall be responsible for obtaining an **accident report** from the **law enforcement agency** called to the accident. A copy of the **employee's detailed statement** concerning the accident and the **accident report** shall be sent to the **County Judge's Office** by the employee, supervisor, department head or elected official.