

Kansas Administrative Regulations

Department of Administration

Article 17.—Use of State-Owned or -Operated Motor Vehicles on Official State Business

1-17-18. State-owned or operated motor vehicles; accident reporting requirements.

If an accident should occur involving any state-owned or operated motor vehicle, the accident should be immediately reported by the operator or some reliable person to the highway patrol or other law enforcement agency. Statements should not be made to anyone except law enforcement officers, or representatives of the state's insurance company, or motor pool or agency officials. Information should be secured about the other party so a complete report can be made on the report form provided. In the event of an accident in which there are serious injuries or death, telephone collect the claim department of the state's insurance company, or the employing state agency. The employee's immediate supervisor shall be notified at once by an employee involved in an accident. If the employee is unable to notify the employee's supervisor, then the first employee having knowledge of the accident shall do so. In case of a severe accident, the employee involved or the employee's immediate supervisor shall immediately contact the secretary or employee designated at the motor pool office and report the accident. A complete written report of all accidents shall be made to the secretary or a designee within twenty-four (24) hours of details concerning each accident. It shall be the responsibility of the employee involved in an accident to protect state property from theft or further damage. If the employee is not able to do so, then the employee's immediate supervisor or first employee having knowledge of the accident shall do so. The location of any damaged vehicle shall be reported to the secretary or employee designated at the motor pool as soon as such information is available. Damaged vehicles shall be towed to state property to avoid storage charges. Other reports to the highway patrol, or other law enforcement officials, shall be made where required.

(Authorized by K.S.A. 75-3706, 75-4601 &em>et seq.; effective, E-74-4, Nov. 2, 1973; effective May 1, 1975; amended May 1, 1979.)

***** Authenticated Kansas Administrative Regulation *****