

Actions	Days after previous step
<ol style="list-style-type: none"> 1. Accident occurs 2. <u>Fleet notified immediately</u> and Provide completed reports via email to Fleet & HR. <ul style="list-style-type: none"> • Incident report – filed with law enforcement • Accident report – from HR • Damage to county property report – from HR • Injury report – from HR • Take photos of damages- submit with accident report. 3. Fleet determines if vehicle is taken/towed to body shop/garage 	0 days
<ol style="list-style-type: none"> 4. Garage provides cost estimates of repairs to Fleet 5. Fleet provides incident report and repair estimate to Purchasing, Legal Services Coordinator, and custodial department – including costs for equipment 6. Legal Services Coordinator communicates with insurance agency indicating that their research may begin 	3-4 days
<ol style="list-style-type: none"> 7. Fleet researches vehicle pre-accident value & compares it against estimated repair costs (and shares result with custodial department and Legal Services Coordinator): <ol style="list-style-type: none"> a. Repair costs less than 50% of vehicle value – then repair b. Repair costs greater than 50% but less than 70% - Fleet determination RE: replace vs repair c. Repair costs greater than 70% of vehicle value – then consider it totaled & replace 8. If the results from 7 indicate repair then this process ends and the vehicle is repaired at garage 9. If the results from 7 indicate replacement then custodial department completes Transfer Request to Fleet giving authorization for Fleet to take custody and make decisions regarding the vehicle 10. Fleet writes letter, including 2 pictures showing damage and Fixed Asset Disposal form, indicating totaling of vehicle and sends to custodial department, Purchasing, and Legal Services Coordinator 11. Custodial department writes letter requesting replacement based on Fleet's findings and sends to Fleet, Purchasing, Professional Services and Legal Services Coordinator 12. If vehicle is: <ul style="list-style-type: none"> • Sheriff owned: Sheriff's Office arranges transport from garage to Sheriff's Skills to remove decals and emergency equipment; 	4 to several days for complete processing

<ul style="list-style-type: none"> • Otherwise - Fleet arranges vehicle is transport from garage to Dickinson Fleet lot or other county-owned storage facility <p>13. Legal Services Coordinator informs insurance agency of vehicle location shift, if needed</p>	
<p>14. Purchasing presents disposal and replacement request to commissioners court</p>	<p>1 – 2 weeks</p>
<p>15. Assuming commissioners court grants permission to dispose – Purchasing sells damaged vehicle via auction</p> <p>16. Sale results are shared with Fleet, Legal Services Coordinator, Auditor’s Office → sale proceeds should probably be sent to self-insurance fund to replenish some of the funds used to purchase replacement</p>	<p>To next CC agenda date + 2 weeks auction</p>
<p>17. Legal Services Coordinator / legal hire to pursue reimbursement from insurance agency equal or around cost of repair/replace (vehicles + equipment + labor) minus sale proceeds (minus website auction vendor commission) → proceeds from reimbursement should probably be sent to self-insurance fund to replenish some of the funds used to purchase replacement</p>	<p>As long as it takes</p>