

# Office of Risk & Safety

Organizational  
Training  
Class

**Course Name:** Accident / Incident Reporting

**Duration:** 40 minutes

**Video Included:** Yes

**Instructor:** TBD

**Course Description:** The purpose of this course is to establish uniform reporting procedures for the investigating and documentation of incidents, property damage and / or motor vehicle accidents involving county owned, insured, leased, or operated vehicles or property. Employees will also learn:

- scene safety
- proper accident / incident responsibilities and etiquette
- documenting and photographing
- drug and alcohol testing requirements and results
- obtaining and completion of reporting forms
- *AND MORE.*

