



## AUTOMOBILE CLAIM INSTRUCTION CARD

This vehicle is owned by the City of Kettering and is exempt from the requirement of carrying or establishing proof of insurance under the exemption contained in Ohio Revised Code 4509.71. Nevertheless, each driver is provided with this card which may be given to any interested party in the event of a vehicular accident.

Employees operating City-owned motor vehicles are not authorized agents for the City of Kettering for claim settlement purposes. Any and all claims should be forwarded to:

Law Department  
City of Kettering  
3600 Shroyer Road  
Kettering, OH 45429  
Phone: (937) 296-2456

### **Traffic Accidents Involving City Vehicles Inside the City of Kettering**

1. Check for injuries.
2. Telephone or radio the Kettering Police Department to inform them of your location, whether or not anyone is injured or trapped in a vehicle, the nature of injuries if known, and the exact location of the accident.
3. After making sure appropriate Emergency Medical Services are en route, you may render first aid to any injured persons to the extent you are trained to do so.
4. Do not move your vehicle unless the location of the vehicle creates a hazard to the safety of other persons or traffic or if a Kettering police officer or firefighter asks you to move it.

**INCONVENIENCE OF TRAFFIC IS NOT A VALID REASON TO MOVE YOUR VEHICLE.\*\*\***

5. Make no admissions or statements to anyone regarding the accident until the arrival of a Kettering Police Officer. Then give an explanation to him or her. While we prefer you give a written statement, it is **NOT REQUIRED** as part of the police investigation. Your own department rules govern any statements given to your supervisor. The VMC requires Form P18-004 be completed within 5 days of an accident.
- \*\*\* It is not against any law or policy to move your vehicle out of traffic if you deem it necessary due to hazards which exist in your circumstances. The reason the Kettering Police Department prefers you not move the vehicle is that it may inhibit our ability to determine who is at fault.

**Kettering Police Department: 296-2555  
Or, if injuries: 9-1-1  
Radio is Base 4**

The City is insured through the Miami Valley Risk Management Association. Through MVRMA, the City receives automobile liability insurance coverage, subject to various policy terms and conditions. The City's participation in MVRMA does not waive, amend or otherwise alter any immunities, restrictions, or limitations provided by law.

Regardless of the circumstances, no employee, agent, volunteer or elected official of the City is authorized to make any representation, statement, promise, or assurance as to the validity or payment of any claim which may be asserted against the City. All claims shall be investigated by the Miami Valley Risk Management Association's Claims Manager, who has decision-making authority with regard to the acceptance or denial of any such claim.

Any claim which may be asserted against the City, its employees, agents, volunteers or elected officials shall be submitted, in writing, to the address listed on the face of this card. The information will then be forwarded to the MVRMA Claims Manager. Once an investigation of the matter has been completed, the claimant will receive notification from the Claims Manager as to the acceptance or rejection of the claim.

## **Traffic Accidents Involving City Vehicles Outside the City of Kettering**

1. Check for injuries.
2. Telephone or radio the Police Department of the jurisdiction you are in to inform them of your location, whether or not anyone is injured or trapped in a vehicle, the nature of injuries if known, and the exact location of the accident. If you do not know what jurisdiction you are in and there are no injuries, call the Kettering Police Department and they will forward the call. If there are injuries, call 9-1-1 at the nearest phone or use your radio if available.
3. After making sure appropriate Emergency Medical Services are en route, you may render first aid to any injured persons to the extent you are trained to do so.
4. Call the Kettering Police Department and advise them of the accident and location as well as your name, department and vehicle number. The Kettering Police Department will make a determination as to whether or not one of our officers will be sent to your location.
5. Call your supervisor and advise them of the incident.
6. Do not move your vehicle unless the location of the vehicle creates a hazard to the safety of other persons or traffic or if the jurisdiction you call asks you to.

**INCONVENIENCE OF TRAFFIC IS NOT A VALID REASON TO MOVE YOUR VEHICLE.\*\*\***

7. Make no admissions or statements to anyone regarding the accident until the arrival of an officer from the jurisdiction you are in. Then give an explanation to him or her. While we prefer you give a written statement, it is NOT REQUIRED as part of the police investigation. Your own department rules govern any statements given to your supervisor. The VMC requires Form P18-004 be completed within 5 days of an accident.

\*\*\* It is not against any law or policy to move your vehicle out of traffic if you deem it necessary due to hazards which exist in your circumstances. The reason the Kettering Police Department prefers you not move the vehicle, is that it may inhibit our ability to determine who is at fault.

**Kettering Police Department: 296-2555**

**Radio is Base 4**