

# CAP Vehicle Mishap Procedures Under COVID-19

13 April 2020

Following a vehicle collision, where neither party is injured, social distancing behaviors must still be preserved. To adhere to the CDC's recommendation of maintaining at least 6 feet of separation between yourself and others, CAP is implementing GSA Fleet guidance applicable to exchanging information after a vehicle mishap.

- Adhere to all CDC guidelines regarding the wear of face coverings and be sure to maintain 6 feet of separation from other people.
- Do not physically exchange insurance cards, driver's license details or any other documents.
- Exchange insurance and license information electronically (either by taking photos or downloading and emailing).
- As an alternative, share any needed insurance and license information verbally with each person by writing down the information.
- Document names (to include witnesses), addresses/emails, vehicle information (makes, models, years), VIN and license plate numbers.
- Take photos (if possible) of the involved vehicles to assess damage along with any damage to the surrounding area to document the scene.
- When transactions are complete use a hand sanitizer and wash hands thoroughly at the first opportunity.
- Once away from the mishap site, file a police report. Even if the police are called after a collision, they may not respond. You can still file a report after the event. Contact the local police department for their current procedures on how to do so.

For any collision that involves injuries, the first step is to render assistance and call 911 to request medical aid and transportation for those requiring medical attention.

In the event your vehicle is not operational and must be towed, do not ride with the tow truck operator, if possible, as the distance in the cab of the tow truck between the operator and you will likely be less than six feet. If on a mission coordinate with incident staff for transportation. If the mishap occurs close to home, consider having someone from your family or a friend transport you or use a taxi or other ride-hailing company – again, adhering to social distancing recommendations as much as possible. When you have arrived at your destination follow up with CDC recommended sanitizing procedures.

After the event is over, whether the vehicle is drivable or not, immediately report the mishap to your leadership. Leadership includes your commander or any available member of the leadership staff (i.e., squadron commander, activity director, incident commander, SE, etc.). Be sure to accomplish mishap reporting in Safety and Information Reporting System IAW CAPR 160-2 para 5-2. Once those tasks are complete, contact CAP/LGT at 334-953-9102 or email [kjones@capnhq.gov](mailto:kjones@capnhq.gov). Here you will receive guidance on how to handle insurance procedures and instructions on how to have your vehicle repaired.<sup>1</sup>

1. Adapted from *GSA Fleet Accident Procedures Under COVID-19*, April 3, 2020