



Vehicle Accident Reporting Protocols

STEP ONE

1. Determine if there are any injuries.
 - a. Call for medical services.
2. Determine if this is a DUI event.
 - a. Contact LVMPD and/or proper law enforcement Jurisdiction.

STEP TWO

1. Assess vehicle damage.
 - a. Operable/Inoperable or other
 - b. Major Damage
 - c. Minor Damage
 - d. Other (Cab is on fire, flat tire, etc).

STEP THREE (Taxicab Company Responsibilities)

1. Make assessments as described above.
2. Immediately contact Taxicab Authority Dispatch.
3. Advise whether vehicle has major/minor damage.
 - a. Major damage or inoperable: Call for tow.
 - b. Minor damage or operable (Bumper taps): See step four.

STEP FOUR (Bumper Taps)

1. Required information that **must** be reported to TA dispatch by the Taxicab Company Road Supervisor.
 - a. Is the cab unsafe to drive?
 - b. Are there any fluid leaks?
 - c. Is there anything hanging off the cab?
 - d. Is there any undercarriage damage?
 - e. Depending on areas damaged, are the headlights, tail and or brake lights inoperative?

- If yes to any of the above the cab **MUST** be towed to the cab yard.
2. If the Taxicab Company Road Supervisor represents that they have not found any of the above, the TA dispatcher will release the vehicle back to duty.

STEP FIVE

1. Prior to the TA Dispatcher releasing the Vehicle he/she will request the following information from the Taxicab Company Road Supervisor:
 - a. Name of Supervisor
 - b. TA permit number
 - c. Verify cab number
 - d. Location of accident
 - e. Location of damage to vehicle
2. The above information will be submitted to the TA Vehicle Inspection Unit.

STEP SIX

1. The Vehicle Inspection unit will inspect subject vehicle as soon as practicable but not more than 48 hours after the vehicle accident. Taxicab Company **must** provide the vehicle for inspection when requested by the Vehicle Inspection Unit.
2. Vehicle Inspector completes Vehicle Damage Report pursuant to state laws.
3. Taxicab Companies full cooperation is expected when following these reporting protocols.