Report of Incident Form and Accident Form Guidance 04-03-2009

The purpose of this guidance is to provide MDT field crews with help in determining the use of the Accident Form and the Report of Incident Form. If you have any additional questions or concerns please contact the Risk Management and Tort Defense Division at 406-444-2421.

All Montana Department of Transportation vehicles must have an Accident Form stored in the vehicle for the convenience of MDT personnel. MDT personnel can fill out the form to the best of their knowledge and ability in the event of any incident. Please record any pertinent information and notes on this form in the field at the time of the incident. If the Report of Incident Form is necessary, transfer any notes and information to the Report of Incident Form.

Fill out the Report of Incident Form as much as possible in the event of any and all incidents involving MDT personnel and/or property. MDT field personnel must record only the information they are aware of to the best of their abilities. Follow current policies and procedures in submitting the form to the proper parties concerned. MDT field personnel are not required to contact drivers involved in the incidents unless MDT field personnel are directly involved.

Incidents involving private citizen minor crashes and property damage does not require the Report of Incident Form be filled out, however, when in doubt, the form can be completed and submitted. In addition, note the event in the daily construction diary if crew members are aware of the incident. Please record construction zone conditions, signing, and any other pertinent information.

Severe injury (injuries requiring transportation to a medical facility) and/or fatal crashes need to have the Construction Zone Crash Documentation form completed. Photos and video of the construction site and crash site are required. Please contact Jim Wingerter, Construction Traffic Control Engineer for additional information and guidance on this topic.

Jim Wingerter
Construction Engineering Services Bureau