

## **ACCIDENT REPORT INFORMATION**

The following information must be sent immediately to the Office of the General Counsel, whenever a vehicle accident occurs in which there is more than minor personal injury or property damage of over \$1,000:

- 1. A full description of the accident, including:**
  - a. Site, names, addresses, nationalities, and approximate ages of all persons involved and all known witnesses;
  - b. The nature and extent of any personal injuries and the injured person's medical prognosis;
  - c. The nature and extent of property damage;
  - d. Whether the driver of the other vehicle owns the vehicle, and if not, the name and address of the owner; and
  - e. A statement as to whether the vehicle was being used with the owner's consent or in furtherance of the owner's business.
- 2. Whether the local police investigated the accident, and if so:**
  - a. A copy of the police investigation report (translated into English); and
  - b. A statement of charges filed, including names of persons against whom they were filed.
- 3. A copy of signed statements from each Peace Corps employee involved describing the accident and stating who appeared to be at fault.**
- 4. Copies of signed statements provided by non-Peace Corps witnesses.**
- 5. Whether or not a Peace Corps-owned or leased vehicle was involved in the accident, and if so:**
  - a. Whether the person driving or riding the vehicle was authorized to do so;
  - b. Whether the Peace Corps employee involved was on official business when the accident occurred, and if so the nature of that business and the person's destination;
  - c. Copies of documentation regarding authorization of the use of the Peace Corps vehicle on this occasion; and
  - d. If there is no documented authorization, a statement signed by the official who authorized use of the vehicle.

6. **Whether any Peace Corps employee involved admitted responsibility for the accident to anyone, and if so, what was said, to whom, and under what circumstances.**
7. **Names and addresses of:**
  - a. All insurance companies which may be involved;
  - b. The persons in whose name the vehicles are insured; and
  - c. The extent of insurance coverage.
8. **Whether claims have been made against the U.S. government, Peace Corps, or any Peace Corps employee as a result of the accident.**

If so:

  - a. The amounts of such claims;
  - b. The names of persons who presented it;
  - c. The date on which it was presented;
  - d. Whether it was in writing;
  - e. Whether any payment has been made to claimants under Manual Section 777, "Billing and Collecting Procedures, Debts and Claims;" and
  - f. Forward copies of claims and related correspondence to the Office of the General Counsel.
9. **Any special considerations emerging from the accident which might make payment of claims especially desirable in the interest of continued effectiveness of Peace Corps programs in the host country.**
10. **Whether there has been any local publicity concerning the accident, whether such publicity has been or may be adverse, and what effect the accident has had or may have on the effectiveness of the employee(s) involved.**
11. **A statement concerning the possible impact that litigation resulting from the accident might have on relations between the host country and the U.S.**
12. **Any actions, including settlements and court actions, which anyone may have taken with respect to the accident.**

13. **An estimate of expenses, including medical treatment and transportation for purposes of medical treatment, that have been incurred or are anticipated by the U.S. government as a result of the accident.**
  
14. **An opinion as to whether the U.S. government could successfully establish negligence and recover substantial damages and whether it would be advisable to bring an action in court for damages, with reasons supporting those opinions.**