

# STATE ACTIVE DUTY (SAD)

## Vehicle Accident Reporting

1. In the event of vehicle accident, the Service Member/unit should use the following procedures:
  - Turn ignition off and evacuate the vehicle. Assist any passengers in your vehicle to evacuate as well.
  - Render first aid to any injured persons.
  - Call for medical assistance or ambulance if needed.
  - Report the accident to the Chain of Command
  - Call local, municipal or county law enforcement, SC Highway Patrol, or Public Safety to report the accident (dial 911).
    - **Do Not Admit Responsibility For Any Accident**, but provide the facts to the law enforcement personnel.
    - Obtain a copy of the Motor Vehicle Accident Form (FR-10) issued by the investigating Law Enforcement Officer.
  - Take photos of all damage to all vehicles or property involved in the accident.
  - Complete a DD Form 518 (Accident Identification Card) and provide it to the other driver. Obtain the information on the other vehicle, driver and passengers.
  - Complete a SF 91 (Motor Vehicle Incident Report).
  - Complete a SF 94(s) (Statement of Witness) as necessary.
  - Determine the location where the damaged military vehicle(s) or equipment is being evacuated (**During SAD, military vehicles are leased State equipment and should NOT be repaired until the State Insurance Adjustor has viewed the damages and released the vehicle to be repaired**).
  - Forward the following documentation to the higher headquarters:
    - Copy of FR-10
    - Copies of completed DD Form 91
    - Copies of completed DD Form 94(s) from the Driver and Assistant Driver of the military vehicle
    - Photos of Damage to Civilian and/or Military Equipment/Vehicle
    - Location of Damaged Vehicle(s) or Equipment
    - Any other supporting documents or statements
2. The TF Headquarters will forward the reports and supporting documentation to the JOC J-4 Section within 24 hours of the accident.

3. Upon receipt of the reports, the J-4 Section will forward the information and documentation to the State Operations Transportation Coordinator.
4. When a Service Member on SAD is operating a vehicle or equipment and has an accident that damages either military or civilian vehicles, equipment or property, the Service Member is required to submit to a drug screen within 48 hours of incident.