

County Vehicle Accidents Handling Instructions

(For distribution to all Departments and retention in all vehicles.)

- 1) Notify police immediately - regardless of which party is at fault and regardless of location of incident.
- 2) Do not admit any wrongdoing. Do not advise that payments will be made.
- 3) If County employee is injured, file workers' compensation reports also. Forms are found on the County Intra-Net. Go to closest Emergency Room for medical attention or if not, then medical treatment with Inspira Health Network, 1297 W. Landis Avenue in Vineland (856) 507-8548).
- 4) Supervisors must:
 - A. Call Hardenbergh Insurance, phone (609) 267-1453 or e-mail peclaims@hig.net.
 - B. Have County Incident Report Form completed and forwarded per routing instructions as soon as possible.
 - C. Obtain Police Report (do not wait for this report to submit County Incident Form- send other information when available).
 - D. Obtain and supply color photographs of damage to all vehicles involved in the accident.
 - E. List name of person in your department to contact regarding the accident.
 - F. If County vehicle is **not drivable**, then call the appropriate towing company listed below. **Please advise that the vehicle is to be towed to Bellmawr Collision Center, address below.**
Totaled vehicles can be stored in the County Public Works yard at 800 E. Commerce Street, Bridgeton.
 - G. If County vehicle is damaged but **drivable** - obtain a repair estimate from the body shop listed below.
- 5) Only if this applies, for CDL holders under D.O.T. Federal regulations, please follow the procedures for post-accident testing under the County Policy #4.05 for Safety-Sensitive Employees.
- 6) Department Heads must confer with the **County Administrator** to obtain authorization for repair of vehicle.

Damage Estimates/Vehicle Repair: All Automobiles/Light Trucks and Vans up to 17,500 GVW, Medium Duty Trucks and Buses up to 17,500 GVW, and Heavy Duty Trucks and Buses over 17,501 GVW:

Bellmawr Collision Center, 60 W. Clements Bridge Rd., P.O. Box 245, Runnemede, NJ 08078 (Ph: 856-939-4000; Fax 856-931-9220) (vendor #BE107) (until 8/31/2025)

For **windshield replacement** call: After Hours Auto Glass LLC, 449 State Street, Elmer, NJ 856-358-9911 (Vendor #AF015)
Or Millville Glass, 1501 Oakland Avenue, Millville, NJ 08332 (856-825-6500) Millvilleglass@comcast.net (Vendor #MI040)

For **flat tires**: Cumberland Tire, 9 Washington St., Bridgeton, NJ 08302 (856) 451-5555 (Vendor #CU047) (Contract 23-30 Resub 11/1/23 to 10/31/25)

Towing for vehicles up to 11,500 lbs. GVW until 8/31/2025:

A-1 Towing, Inc., 1318 E. Landis Ave., Norma, NJ call 856-692-1919; jennifer@A1-towing.net
State Contract #19-GNSV1-01005

Towing for vehicles over 11,501 lbs. GVW until 11/30/2024 (including CATS & OET):

Jacks' Auto Service, LLC, 315 Port Elizabeth Cumberland Road, Millville, NJ; call 856-825-4130; jacksa4745@live.com
State Contract #19-GNSV1-00995

Ed's Auto Body, 622 Irving Ave., Bridgeton, NJ 08302 Phone: 856-451-1646 - No contract but authorized vendor when necessary.