

## City of Phoenix – Section 5310 Accident/Incident Report

**URGENT: All reportable incidents/accidents must be reported within 72-hours from time of occurrence.** This report form should be completed and then emailed to City of Phoenix Public Transit Department, Section 5310 Program Coordinator at [Section5310@phoenix.gov](mailto:Section5310@phoenix.gov).

**AGENCY NAME:** \_\_\_\_\_

**SECTION 5310 VEHICLE INVOLVED:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

VIN: \_\_\_\_\_ Mileage: \_\_\_\_\_

**ACCIDENT/INCIDENT INFO:**

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_

Accident Location/Address: \_\_\_\_\_

Agency Staff Involved (Name/Title): \_\_\_\_\_

Police Involvement? **Yes**  **No**  Police Report Number: \_\_\_\_\_ (Attach copy)

Type of Accident/Incident: **Collision (Fatality)**  **Collision (Injury)**  **Collision (No Injury)**

**Casualty**  **Other (explain):**  \_\_\_\_\_

Vehicle taken out of service? **Yes**  **No**  If yes, a follow up notice must be sent when vehicle returns to service. Vehicles out of service for 30 days or greater must have a return to service inspection completed and emailed to [Section5310@phoenix.gov](mailto:Section5310@phoenix.gov) PRIOR to returning the vehicle to service.

Estimated Date of Return to Service: \_\_\_\_\_

**Accidents:** 1) An individual dies; or 2) an individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or 3) an occurrence in which any vehicle (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle(s) are transported/towed away from the scene; or 4) if the vehicle is removed from operation.

**Incidents:** A casualty is the loss of property, including damage and destruction, that occurs because of a sudden event. Vehicles that are damaged and repairable must be repaired to an equal or better condition, compared to the condition prior to the incident.

**Accident/Incident Description:**

**Vehicle Damage Estimate** (if known in 72 hours): \_\_\_\_\_ **Vehicle Totaled?** **Yes**  **No**

If totaled, subrecipient must notify City of Phoenix, provide insurance information, and follow vehicle disposal guidelines.

Agency Staff submitting Report (Name/Title): \_\_\_\_\_

Name/Title Responsible Agency Rep: (CEO, Exec Dir, Program Director): \_\_\_\_\_

Responsible Agency Rep Signature: \_\_\_\_\_ Date: \_\_\_\_\_