



## MOTOR VEHICLE INCIDENT REPORTS Procedure Guide

Name of Procedure	Motor Vehicle Incident Report (MVIR) Submission
Applicable Parties	City of Oxnard Employees That Drive City Owned Vehicles
Effective Date	July 1, 2023
Description	<p>This procedure guide outlines steps for City employees to take in the event they are involved in a City Owned Motor Vehicle Incident/Accident, and how to submit the MVIR. If injuries occur, contact: George Hills Company immediately Email: <a href="mailto:Nick.Beylin@georgehills.com">Nick.Beylin@georgehills.com</a>. 24 Hour emergency line: (855) 442-2357</p>
Procedure	<ol style="list-style-type: none"> <li>1) Ensure every City owned vehicle has the <a href="#">Motor Vehicle Accident Packet</a> in the glove box, or driver binder.</li> <li>2) In the event of an incident or accident follow the steps outlined in the <a href="#">Motor Vehicle Accident Packet</a></li> <li>3) Click <a href="#">HERE FOR THE LATEST MVIR FORM</a></li> <li>4) Complete the MVIR (<b>hard copy</b>), providing as much information as possible.</li> <li>5) Do not attach any pictures or other documents to the MVIR, you will have an opportunity to upload digital photos and supporting documents in the Google Form.</li> <li>6) Save the MVIR as a PDF.</li> <li>7) <b>Click the <a href="#">Google Forms Link</a>, answer a few brief questions, upload the hard copy MVIR. You can digitally upload any pictures, videos, or other supporting documentation e.g. daily vehicle logs etc.</b></li> <li>8) Once the form is submitted, Health and Safety staff may contact you for follow up.</li> <li>9) If you have any questions please email <a href="mailto:Safety@Oxnard.org">Safety@Oxnard.org</a> or call (805) 200-5337</li> </ol>