

Steps to follow when a city vehicle is involved in a collision

- 1. Do not leave the scene of the collision.**
- 2. Move the vehicle off the road for your safety and to avoid blocking traffic.**
- 3. Check If any involved party is injured, if so call 911 for immediate medical assistance.**
- 4. Call the police, wait for the police to have a police report created.**
- 5. Exchange and gather as much information as possible with the other party.**
- 6. If able to, take clear pictures of the collision site and damages to all vehicles.**
- 7. Inform your Agency Transportation Coordinator and Supervisor of the event.**
- 8. Fill out your agency collision report and NYS MV-104. Drivers are responsible to mail the MV-104 to NYS DMV.**

Insurance statement

For NYPD and other law enforcement agencies
In the event of a collision involving this vehicle, please use NYS
DMV Code #994
(Government-Owned). The City of New York manages and settles
all claims directly, and does not have private insurance. Claims
for damage or injury must be sent to:
The Comptroller of the City of New York Municipal Building, Room 1200
Bureau of law and Adjustments New York, NY 10007

Fleet

NYC DCAS
Citywide Administrative Services