



## Division 06

## Fire and Rescue Operations

### Chapter 21 – MOVE IT Forms

March 2009

#### POLICY

This General Order shall outline the intent and purpose of the MOVEIT campaign initiative.

#### DEFINITIONS

N/A

#### PROCEDURES

##### 1. Background Information

MOVE IT is a public awareness campaign developed by the State of Maryland, Montgomery County, and Prince George's County to increase service delivery to the citizens of the Washington Metropolitan Region and improve traffic safety.

The MOVE IT initiative provides a flier that addresses the vehicle collision response and investigation policies of the Montgomery County, Prince George's County, and Maryland State Police Departments.

This flier provides information to motorists on what should be done after a collision. It informs the motorist that the police must be called if someone is injured, a vehicle cannot be moved, a driver appears to be intoxicated, a driver does not have a license, or a driver tries to leave the scene without providing the proper information. For all other instances, it stresses the importance for drivers to move their vehicles off the roadway if the vehicles can safely be driven and no one is injured.

##### 2. Motorists Involved in a Collision

Moving a vehicle that has been involved in an accident will ensure the safety of those involved, the safety of other motorists, and will also prevent traffic back-ups.

At any property damage accident where there are no injuries, and police have not arrived on the scene, motorists should begin the following MOVE IT steps:

- If vehicles can safely be moved out of the roadway, advise the driver(s) to move the vehicle(s) off of the traveled portion of the roadway.
- Complete Prince George's County Fire/Ems Department MAIS reports with appropriate sign off from involved parties.
- Distribute MOVE IT form(s) to driver(s) of the involved vehicle(s). Explain that the information requested will speed up the reporting and investigation process upon the police's arrival.

#### REFERENCES

N/A

#### FORMS/ATTACHMENTS

MOVE IT, Motor Vehicle Collision Policy, Collision Information Exchange Form

Additional forms may be obtained by contacting the Fire/EMS Operations Center at 301-583-2200.

# MOVE IT

## Motor Vehicle Collision Policy

### COLLISION INFORMATION EXCHANGE FORM



Maryland State Police  
1201 Reisterstown Road  
Pikesville, Maryland 21208



Montgomery County Department of Police  
2350 Research Boulevard  
Rockville, Maryland 20850



Prince George's County Department of Police  
7600 Barlowe Road  
Landover, Maryland 20785

Maryland state law requires that the driver of a vehicle involved in a collision provide to and obtain from the other party or parties the driver's name, address, and license number; the vehicle's license number; the name and address of the vehicle's owner, the insurance company's name and policy number; and the name and address of the insurance agent (if available). **MOVE IT** is a public awareness campaign developed by the State of Maryland, Montgomery County, and Prince George's County to increase service delivery to the citizens of the Washington Metropolitan Region and improve traffic safety.

*Keep this form in the glove compartment of your vehicle and refer to it if you are involved in a collision. This is not an official collision report, but can be filled out and used as a checklist to assure that you have all the information you will need on the other driver(s) and vehicle(s) involved in the collision for your insurance claim.*

#### COLLISION LOCATION

Street Name(s): \_\_\_\_\_  
\_\_\_\_\_

Number of Vehicles Involved: \_\_\_\_\_

Weather/Road Conditions: \_\_\_\_\_

Collision Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### THE OTHER DRIVER'S INSURANCE INFORMATION

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Insurance or Agent Phone: \_\_\_\_\_

Insurance Expiration Date: \_\_\_\_\_

#### WITNESS INFORMATION

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

#### THE OTHER DRIVER'S INFORMATION

Driver's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

#### THE OTHER DRIVER'S VEHICLE INFORMATION

License Plate Number: \_\_\_\_\_

State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_

Make/Model: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_

Vehicle Identification Number: \_\_\_\_\_

Owner's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_



**Maryland State Police, Montgomery County and Prince George's  
County Police Departments' Motor Vehicle Property Damage  
Collision Policy**

# MOVE IT

As you are well aware, heavy traffic is a fact of life for the citizens of the Washington Metropolitan Region. Unfortunately, increased collisions come hand in hand with heavy traffic. Every year, State and County police and fire rescue personnel respond to more than 55,000 collisions. Many of these collisions are only property damage, but still place a tremendous drain on the resources of our emergency services. Many drivers, when involved in a collision, leave their vehicles in the roadway, which contributes to traffic backup and can cause additional collisions. For your safety and the safety of other motorists, if you are involved in a property damage collision and your vehicle can be safely driven, **MOVE IT** safely off the road and exchange information with the other party in the collision. There is no need to wait for the police to arrive.

## I'VE JUST HAD A COLLISION, WHAT DO I DO?

### CHECK FOR INJURIES

Call 911 to notify fire-rescue and police immediately if anyone is injured.

**If there are no injuries and your car can be driven, MOVE IT** off the roadway.

**If your vehicle can't be moved**, warn oncoming traffic to prevent further collisions.

- Use your vehicle's hazard lights
- Raise the hood of your vehicle
- Use flares or a flashlight at night
- Be patient when crossing the roadway or stopping traffic – this can be dangerous

### EXCHANGE INFORMATION

(See *Collision Information Exchange Form*)

#### Give to everyone involved in the collision

- Your name and vehicle owner's name
- Your address and vehicle owner's address
- Your phone number
- Your driver's license number
- Your vehicle information
- Your insurance information

#### Get from everyone involved in the collision

- Name
- Address
- Phone number
- Driver's license number
- Vehicle information
- Insurance information

#### Get from witnesses

- Names
- Addresses
- Phone numbers

## WHEN IS IT NECESSARY TO CALL THE POLICE?

- When there are injuries
- When one of the vehicles cannot be safely moved
- When a driver appears to be intoxicated
- When a driver does not have a driver's license
- When a driver attempts to leave the scene without providing the proper information

## DO I NEED A POLICE REPORT?

- No. A report is not necessary if there is no injury and the vehicles can be driven off the roadway.
- Yes. The police will complete a report if there is personal injury; or a vehicle cannot be moved; or a driver is intoxicated, unlicensed, or leaves the scene.

## POLICE POLICY

The policy of the police is to investigate traffic collisions resulting in death or personal injury. In addition, officers will investigate property damage collisions where a vehicle cannot be safely driven from the scene and those involving drivers who are intoxicated, unlicensed, or leave the scene. It is no longer necessary for anyone involved in a property damage collision to file a report with the Maryland State Motor Vehicle Administration or the Police Department. The driver of any vehicle involved in a property damage collision, in which the vehicles are driveable, should move the vehicles out of the roadway and exchange information. There is no need to contact the police for collisions that are not routinely investigated.

# MOVE IT