



General Order Number: 06-21	Effective Date: January 2010
Division: Emergency Operations	
Chapter: MOVE IT Forms	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

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

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

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.



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FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

- 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

Maryland's Motor Vehicle Collision Policy **COLLISION INFORMATION EXCHANGE FORM**

Maryland state law requires drivers of vehicles involved in a collision to provide their name, address, license number, name and address of the vehicle's owner, insurance company name and policy number, and name and address of the local insurance agent (if available). **MOVE IT** is a vehicle collision policy developed by the State of Maryland to help minimize traffic backups and improve traffic safety.

Keep this form (and a few copies) 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 used as a checklist to ensure that all the information you will need for your insurance claim is gathered.

COLLISION LOCATION

Street Name(s) _____

Number of Vehicles Involved _____

Weather/Road Conditions _____

Collision Date _____ Time _____

INSURANCE INFORMATION OF OTHER DRIVER

Insurance Company _____

Policy Number _____

Agent _____

Agent Phone _____

Insurance Expiration Date _____

WITNESS INFORMATION

Full Name _____

Phone _____

Address _____

Full Name _____

Phone _____

Address _____

OTHER DRIVER'S INFORMATION

Driver's Full Name _____

Address _____

Home Phone _____

Work Phone _____

Date of Birth _____

License Number _____

State _____ Expiration Date _____

VEHICLE INFORMATION OF OTHER DRIVER

License Tag No. _____ State _____

Expiration _____ Vehicle Year _____

Make/Model _____

Vehicle Color _____

Vehicle Identification No. _____

Owner's Full Name _____

Address _____

Home Phone _____

Work Phone _____



MOVE IT

Maryland's Motor Vehicle Collision Policy

Heavy traffic is a fact of life. And, more traffic means more collisions. Each year, emergency workers responded to more than 100,000 such collisions – putting a tremendous strain on emergency services. Many drivers, when involved in a collision, leave their vehicles in the roadway, which contributes to traffic backups and can cause additional collisions, known as secondary accidents. Research shows that up to 30% of all accidents are secondary accidents that happen because of another accident that occurred downstream. For your safety and the safety of other motorists, if you are involved in a property damage collision, but no one is injured, and your vehicle can be safely driven, **MOVE IT** safely off the road and exchange information with the other party in the collision. Don't wait for the police to arrive.

AFTER A COLLISION, YOU MUST CALL THE POLICE WHEN:

- Someone's been injured.
- A vehicle cannot be safely moved.
- A driver appears to be intoxicated.
- A driver does not have a license.
- A driver tries to leave the scene without providing the proper information.
- Public property has been damaged.

Police and fire and rescue crews are available for these urgent calls, but should not be routinely contacted following a collision.

Instead, if your vehicle can be safely driven and no one has been injured. **MOVE IT** off the roadway to ensure your safety and that of other motorists, and to prevent traffic backups.

Here are some simple tips if you are involved in a collision.

WHAT SHOULD I DO?

When Someone's Been Injured:

- Call 911 immediately to get help.
- Do not move vehicles.

If There Are No Injuries, But Your Vehicle Can't Be Moved:

- Call 911 immediately to get help.
- Use your hazard lights, flares, and a flashlight (at night) to warn oncoming traffic.
- Raise your vehicle's hood.
- Be patient and don't attempt to cross the roadway or stop traffic.

IF YOUR VEHICLE IS DRIVABLE AND THERE ARE NO INJURIES:

- There is no need to call police or file a report.
- Move off the roadway.
- Ask witnesses to leave their name, address, and phone number.
- Use the form in this guide to exchange important information with other driver(s), including:
 - Name
 - Address
 - Phone Number
 - License Plate Number and State
 - Driver's License Number
 - Make, Model, and Year of Vehicle(s)
 - Vehicle Identification Number
 - Insurance Company Name
 - Insurance Policy Number
 - Insurance Expiration Date
- Note collision location, date and time, number of vehicles involved, and weather and road conditions.

REMEMBER:

The police will not routinely investigate collisions that result only in property damage, so there is no need to contact them or file a report.



Maryland State Police
1201 Reisterstown Road
Pikesville, Maryland 21208