
ACCIDENT PHOTO PROCESSING INSTRUCTION (SAF-W001)

DCSS – Safety Services

1.0 SCOPE:

- 1.1 This work instruction applies to individuals in the Transportation Department who are required to take photographs of vehicle accidents involving DCSS vehicles.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Safety and/or Director of Transportation

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Safety and/or Director of Transportation

4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System

5.0 INSTRUCTION:

- 5.1 In the event that a DCSS vehicle is involved in an accident, it is the requirement of the Safety Department to take the appropriate photographs of all vehicles involved.
- 5.2 A representative or representatives from the Safety and/or Transportation Department(s) shall take the digital camera and go to the scene of the accident. Once there, it is important to ensure that all persons involved are safe prior to proceeding to take photos.
- 5.3 Photos are taken of the affected portions of the vehicle using the digital camera. It is up to the discretion of the person taking the photographs to determine the required number of snapshots as well as the proper angles and locations.
- 5.4 Once the photos are taken, the representative shall return to the Transportation Department and give to the Director of Safety, who will copy the photos from the disk to his/her computer by taking the following steps:
 - 5.4.1 Remove the 3-1/2 inch floppy from the camera and place it in the floppy drive of the computer.
 - 5.4.2 Open the "Vehicle Accident Photo" Folder.
 - 5.4.3 Go to File.
 - 5.4.4 Click on "New Folder".
 - 5.4.5 Name the "New Folder".
 - 5.4.6 Click on the "Address Bar"
 - 5.4.7 Go to "3 -1/2 Floppy Disk"
 - 5.4.8 Right Click on 1st Photo.
 - 5.4.9 Hold Shift Key Down on First Photo.
 - 5.4.10 Right Click on Last Photo.

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- 5.4.11 Highlight in Blue
 - 5.4.12 Right click on Copy
 - 5.4.13 Click on Address Bar
 - 5.4.14 Reselect “Vehicle Accident Photos” Folder
 - 5.4.15 Right Click on Desired Folder.
 - 5.4.16 Right Click on Paste.
 - 5.4.17 Put paper in printer – glossy side up/perforated line facing printer.
 - 5.4.18 Go to Print Pictures.
 - 5.4.19 Select “Print Images”.
 - 5.4.20 Click on “Open Files”
 - 5.4.21 Look In ” Vehicle Accident Photos” Folder
 - 5.4.22 Select Desired Folder.
 - 5.4.23 Select Desired Pictures or Select “All” Pictures.
 - 5.4.24 Click on each photo. Adjust photo then click on “accept”
 - 5.4.25 Click “Print”
 - 5.4.26 Select “HP Photosmart” Printer/ “4” x “6”.
 - 5.4.27 HP 100 Printer.
 - 5.4.28 Note: It is advisable to delete the files on the 3-1/2” floppy and re-use the disk to save on the cost of floppy disks.
- 5.5 The digital photos are saved in the hard drive and ready to be used by the Accident Review Committee.
- 5.6 Email Photos: The following process will be followed, if necessary, to e-mail photos to the Accident Review Committee and/or Benefits Office. Otherwise the photos will be shared with the Vehicle Accident Review Committee when they meet.
- 5.6.1 Go to email
 - 5.6.2 Click on “New”
 - 5.6.3 Click on “Address”
 - 5.6.4 Select desired name(s)
 - 5.6.5 Click “to”
 - 5.6.6 Click “ok”
 - 5.6.7 Click on “subject”

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5.6.8 Click on “gem click”

5.6.9 Open “Vehicle Accident Photos”

5.6.10 Click on desired folder

5.6.11 Open Folder

5.6.12 Right click on all pictures or selected pictures (highlight in blue)

5.6.13 Click on “Insert”

5.6.14 Click on “Send”

6.0 ASSOCIATED DOCUMENTS:

6.1 Vehicle Accident Reporting Procedure – SAF-P001

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Digital Photos of Accidents	Electronic on the Safety Reps computer	Minimum period of 3 years	Electronic Back-Up	Archive or delete as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
30-Sep-03	B	Correction to 2.1, 3.1; Deleted 5.4 - 5.8; Added 5.4.1 – 5.5; Deleted Microsoft Excel Information on Retention Table
21-Oct-03	C	Added additional work instructions in 5.4 and added 5.6

***** End of Work Instruction *****