

September 1, 2022

Incident Response (If you are in a traffic accident)

IF YOU ARE IN A TRAFFIC ACCIDENT

If you are involved in an accident, it is important you follow the correct procedures. Failure to do so may result in a serious traffic ticket.

1. If there are any injuries or any major damage to either vehicle, you must call the police so that a police report will be on record. You are required to render assistance to any injured person. You will also be required to take a drug test if there is a fatality or you receive a citation and a vehicle is towed away or you receive a citation and someone goes to the hospital.
2. **Fill out the accident report form in your truck's glove box. Take Pictures. Provide details of what happened.**
3. If damage is minimal and the police are not going to be contacted, be sure to exchange the following info:
 - a. Name and address of each driver.
 - b. Vehicle registration numbers.
 - c. Names and addresses of owners' of vehicles.
 - d. Driver's license numbers.
4. If you damage a parked vehicle, you must attempt to locate the owner. If you cannot locate the owner, you are to notify the police of the incident.

INSURANCE INFORMATION

In cases where insurance information is needed (for example — crashes or medical situations), use the insurance card issued to all employees at the General Meeting or at time of hire.

