

EMPLOYEE ACCIDENTS

ANY EMPLOYEE WHO HAS AN ACCIDENT WITH OUR VEHICLE MUST FOLLOW THE GUIDELINES AS EXPLAINED BELOW:

1. CALL THE POLICE AND TRY TO GET A POLICE REPORT IF POSSIBLE.
2. MAKE SURE YOU GET ALL INFORMATION FROM THE OTHER PARTIES INVOLVED, SUCH AS:
 - a) NAME OF PARTY/PARTIES INVOLVED
 - b) NAME OF OFFICER WHO WAS AT SCENE, JURISDICTION HE/SHE REPORTS TO, AND A PHONE NUMBER
 - c) TYPE OF VEHICLE OR PROPERTY INVOLVED
 - d) NAME OF INSURANCE COMPANIES AND POLICY NUMBERS
 - e) NAMES OF WITNESSES TO THE ACCIDENT WITH ADDRESSES AND PHONE NUMBERS
 - f) NAMES OF PARTIES INJURED
3. REPORT ACCIDENT TO YOUR IMMEDIATE SUPERVISOR
4. COMPLETE A VEHICLE INCIDENT REPORT (VIR)

GLASS AND TIRE DAMAGE MAY OCCUR TO COMPANY VEHICLES WHEN USED BY EMPLOYEES FOR APPROVED COMPANY BUSINESS. THESE OCCURANCES ARE NOT COUNTED AS EMPLOYEE ACCIDENTS AND WILL NOT BECOME THE FINANCIAL RESPONSIBILITY OF THE EMPLOYEE. HOWEVER, THE EMPLOYEE MUST STILL REPORT THESE OCCURANCES TO THEIR IMMEDIATE SUPERVISOR AND COMPLETE A VEHICLE INCIDENT REPORT (VIR).

PLEASE NOTE: NO MATTER HOW MINOR THE ACCIDENT MAY BE, IT STILL MUST BE REPORTED TO YOUR IMMEDIATE SUPERVISOR.

IF IT IS DETERMINED THAT THE EMPLOYEE IS AT FAULT, THE EMPLOYEE WILL BE RESPONSIBLE TO PAY THE DEDUCTIBLE AS LISTED BELOW:

FIRST ACCIDENT: EMPLOYEE OWES UP TO \$300.00
SECOND ACCIDENT: EMPLOYEE OWES UP TO \$600.00
THIRD ACCIDENT: EMPLOYEE WILL BE RESPONSIBLE FOR ALL DAMAGES AND MAY BE TERMINATED FROM EMPLOYMENT

I _____ HAVE READ AND UNDERSTAND THE PROPER PROCEDURE FOR ACCIDENTS. I UNDERSTAND MY RESPONSIBILITY FOR REPORTING ALL ACCIDENTS. I ALSO UNDERSTAND THAT IF I AM AT FAULT, THE ABOVE-MENTIONED DEDUCTIONS ARE AUTHORIZED BY MY SIGNATURE BELOW TO BE TAKEN OUT OF MY PAYROLL CHECK(S).

Employee Signature

Date