

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.

