

15.14 Accident Procedures

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that employees follow certain procedures when involved in an accident with an agency vehicle.

Procedure:

In the event of an accident involving an agency vehicle, it is the responsibility of the driver to ensure the following procedures are followed:

- Call (911) or another local emergency number
- Place safety flares as needed and use emergency flashers if able
- Take precautions to prevent fire and other accidents
- Obtain names, addresses and telephone numbers of all accident victims and witnesses along with driver's license numbers, license plate numbers and insurance companies
- The Goodwill driver must release only his/her name, address and drivers license number to police or parties involved in the accident. **Authorized drivers are not to assume any responsibility**
- The driver must complete a police report and obtain the officer's information such as name, badge # and jurisdiction
- A Goodwill Incident Report must be completed as soon as possible after the accident
- Report the accident to the Director of Facilities and the Transportation and Facilities Supervisor as soon as possible. (Refer to Policy & Procedure 15.13, *Vehicle Breakdown Procedures*.)
- Accidents should be discussed with the following persons ONLY: law enforcement, Goodwill insurance representatives, Transportation and Facilities Supervisor, Director of Facilities, CEO/President, or the Director of Human Resources.

It is the responsibility of the Transportation and Facilities Supervisor to notify Goodwill's insurance carrier. The Director of Safety & Security shall obtain a copy of the police report and, as soon as possible, file all necessary documents with police, legal counsel and insurance. Copies of all documentation shall be forwarded to the CEO/President.

Licking/Knox Goodwill Industries, Inc. is not responsible for injury or accidents occurring during travel to or from work or a volunteer assignment. Licking/Knox Goodwill Industries, Inc. is not responsible for collisions or vandalism to an employee or volunteer vehicle occurring in any parking area provided by the organization.