

Motor Vehicle Accident Reporting and Investigation	S.O.P. 1D		Page 1 of 3	
	10/01	Rev. 1		
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STANDARD OPERATING PROCEDURE				

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I. SCOPE AND PURPOSE

- A. The purpose of this procedure is to provide guidelines in the event of a motor vehicle accident. This procedure applies to personnel issued a Basic Industries of South Texas vehicle for their use.
- B. These procedures shall be followed when there is an accident in a company vehicle. An accident is when a collision occurs, there is damage to either vehicle and there is a police report involved.

II. RELATED PROCEDURES AND RESOURCES

- A. S.O.P. 2C, Project Hazard Control
- B. S.O.P. 5A, Drug, Alcohol and Contraband
- C. Attachment Form, 1D.1a, Automobile Accident Report
- D. Attachment Form, 1D1a.1, Automobile Accident Report Usage Instructions

III. PERSONNEL RESPONSIBILITY

- A. Responsibility
 - 1. Logistical Support
 - a. To ensure proper vehicle identification is in the vehicle (i.e. vehicle registration, insurance card, and accident packet.)
 - 2. Vehicle Operator
 - a. Employees are expected to exercise extreme personal care while driving company vehicles.
 - b. In the event of an accident, execute the following:
 - i. If an accident involves other's personal property, call the police and request that a report of the accident is made. Obtain the case number.
 - ii. Immediately after the police are notified, call the office.

- iii. Inform your immediate supervisor of the circumstances. Discuss the accident and determine if photographs should be taken at the scene.
 - iv. Fill out the “Automobile Accident Report”, Attachment Form 1D.1a. This form must be completed in full and turned in on the date of the accident.
 - v. Do not discuss the circumstances of an accident with anyone other than the officer who is filling out the accident report, an authorized company official, or a representative of our insurance company.
 - vi. Calls inquiring about the accident should be directed to the Safety Director. ***Statements concerning an accident, an employee or our Company should not be given to anyone over the telephone except our own insurance company.***
3. The Safety Director will be responsible for notifying the insurance company.
4. All vehicles are insured with deductible policies. Employees involved in accidents caused through their own negligence, will be responsible for the cost of the deductible damage.
5. Basic Industries of South Texas, Ltd.’s vehicles will not be used at any time or for any exception, on personal business without permission from a Partner. Vehicles will only be used during working hours for transportation of Basic Industries of South Texas, Ltd.’s equipment or personnel.
6. Employee will not carry non-employee or non-business-related passengers in Basic Industries of South Texas, Ltd.’s vehicles at any time with our permission from a Partner.
7. All Basic Industries of South Texas, Ltd.’s vehicles will be kept clean, neat and well maintained.
8. Any employee with a company vehicle and after having a second accident will be required to attend the defensive driving course with 30 days after the second accident.
9. Any employee who is, or becomes, uninsurable by our insurance company, may be subject to immediate termination.
10. Any employee who abuses or misuses a company vehicle and/or vehicle rules as mentioned above, will be subject to losing vehicle privileges and/or disciplinary action, up to and including termination.

IV. GENERAL REQUIREMENTS

- A. Regardless of how minor the damage is to either vehicle, the police are to be called to investigate the vehicle accident.
- B. The person assigned to the vehicle involved in the accident is responsible for obtaining two written estimates for repair of the vehicle and a copy of the police

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investigation report, which is to be sent to the Safety Department.

- E. All non-drivable vehicles are to be delivered to the office where feasible. If uncertain, contact the Logistical Support Department for details.
- F. All repairs of the vehicles will be coordinated with the Logistical Support Department.
- G. All questions regarding insurance should be directed to a Partner.
- J. If accident is not reported in 24 hours of the accident, appropriate discipline action will be taken up to and including termination.