

C. Accident Investigation

1. Completing the Accident Investigation Report Form

The Foreman is responsible for completing the *Accident Investigation Report* (see Appendix C) for all "Accidents".

This report should be completed as soon after the accident as is reasonably feasible.

To complete the report, the Foreman will:

- a. observe the accident scene and damaged vehicle(s) (if possible);
- b. obtain a copy of the police report, if available;
- c. review the completed *EHD Accident Reporting Kit* obtained from the "Driver"; and
- d. interview the "Driver".

2. Determining Accident Preventability

The Safety Committee will make a determination as to the preventability of the "Accident", and record this determination in the applicable section of the *Accident Investigation Report Form*.

The Guide To Accident Preventability (Appendix D) may be used by the Safety Committee to assist in making the determination.

3. Accident Investigation Review

The Safety Committee is responsible for reviewing the completed *Accident Investigation Report Form* and initiating any actions to prevent the reoccurrence of similar accidents by this "Driver".

X. OTHER REPORTING RESPONSIBILITIES OF DRIVERS

A. Supervisor Notification

"Drivers" are required to notify their immediate supervisor immediately of:

1. Any illness, injury, physical condition or use of medication that may impair or affect their ability to safely drive a "Motor Vehicle"; or
2. The suspension, revocation or administrative restriction of his/her operator's license. If this occurs, the "Driver" must also immediately discontinue use of the "Motor Vehicle".

FAILURE TO REPORT UNDER THE PROVISION OF SECTION IX AND X IS A VIOLATION THAT COULD RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISMISSAL.

XI. TRAINING

All "Drivers" are required to complete initial safe driving training.

In addition, other topics and materials will be provided by the Safety Committee for periodic safe driving training.

Employees are encouraged to contact the Safety Committee for any specific training needs.

It is the Safety Committee's responsibility to see that all driver training is documented. Documentation should include the course name, date completed, and driver's name and identification.