

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-010

SUBJECT: Vehicle Accidents

EFFECTIVE DATE: May 1988

Policy:

A report of any accident, regardless of the extent of damage or the lack of injuries, must be made if an agency vehicle, or personal vehicle used on agency business, is involved. Such report must be made immediately to the employee's supervisor and, if the accident occurs off of Cottonwood, Inc.'s property, to the police.

Note: At fault accidents on personal time may also affect employability in that Cottonwood Inc.'s insurance carrier considers all accidents and moving violations to determine risk.

Procedures:

1. If an accident occurs off Cottonwood Inc.'s property, the employee must report it immediately to the police. If a non-occupied vehicle is damaged, the owner of the vehicle must be notified. Although Cottonwood Inc. does not require a police report when the accident occurs on Cottonwood Inc.'s property, the drivers/owners involved may choose to call the police to obtain a report. In all cases, the accident must be reported to the employee's immediate supervisor, and an exchange of insurance and contact information must occur.
2. If injuries are sustained to the employee or other occupants of the vehicle, the employee will determine whether emergency treatment is required and if so, should contact emergency medical service personnel. If emergency medical service is not required, but some injury is sustained, the employee should contact his/her supervisor or, in the case of a consumer, should apply basic first aid or notify a member of management or on-call person if further help is needed. Work related injuries requiring professional medical attention must be treated at Workplace Wellness at LMH Health in order to be fully covered by Cottonwood Inc.'s Workers' Compensation insurance. If outside Lawrence city limits seek treatment at the nearest emergency room.
3. Within one working day of the accident, a Report of Vehicle Accident form must be completed by the employee. This will be submitted to the employee's immediate supervisor and to the Finance Department.
4. Finance staff will acquire a copy of the police report, when required, and will copy and route the accident report to the Safety Committee co-chairs, the Human Resources Director, and the maintenance person. The maintenance person will obtain damage estimates and work with his/her supervisor and the Finance staff in scheduling repairs. The Finance Department will be responsible for all communication with the insurance company.

5. The immediate supervisor will assist the employee or consumer in completing a Workers' Compensation form, if necessary, and submit this to the Human Resource Director as soon as possible.
6. If an injury occurs which requires emergency medical treatment, the employee will be required to obtain from a physician written approval to return to work, prior to being allowed to return. This approval should be submitted to the employee's supervisor, who will forward it to the Human Resource Director.
7. Periodically, the agency Safety Committee will review and analyze the Accident Reports to determine trends and corrective action needed. All drivers who discover new damage to a vehicle should report it to their supervisors.
8. Should an accident occur while an employee is using his/her private vehicle on agency business, Cottonwood, Inc. may reimburse a portion of the deductible amount of his/her private insurance policy pending review of the circumstances by the Chief Financial Officer (specifically reviewing "at fault" designation). Additionally, staff who use their own vehicles to conduct agency business assume the risk of operating that vehicle and must comply with all state laws including maintaining proper insurance.
9. Within one working day of the accident, the Service Director will determine if the accident is the employee's fault. Fault is assigned if: The employee is ticketed for the accident, notation is made regarding fault in the police report or, after investigation, the Service Director determines the accident was due to the employee's negligence and/or inattention. It will be the responsibility of the ticketed employee to pay his/her own fine.
10. After the first "at fault" accident, the employee will be required to meet with their supervisor to discuss the particulars of the accident and develop a course of action.
11. If the employee is involved in another accident which is determined to be his/her fault within two years of the first accident, the employee will be required to attend the Defensive Driving class and will be placed on probation for one year.
12. If a third accident which is the employee's fault occurs during this probation period, the employee will be terminated following Policy No. 03-024.
13. If a third "at fault accident" occurs after the completion of a probationary period, the employee's driving record will be evaluated by the insurance company. A decision will then be made regarding how the driving status would affect the employee's ability to perform required job responsibilities.
14. An incident of gross negligence may result in immediate dismissal at any point in the above process.