

Vehicle Accidents

Do you know what to do if you have been involved in a vehicle accident while on FNA business during and after business hours?

1) Make sure the scene is safe, provide CPR or First Aid if necessary.

2) Notify Police and Emergency Medical Personnel!

3) Avoid admitting guilt or offering settlements.

4) Cooperate with police, obtain identification/ insurance from all parties. Gather information from any witnesses.

5) Notify your supervisor & notify HR! Alcohol testing has to be arranged immediately! You HAVE to complete the testing within 4 hours of the accident!

6) Fill out a Vehicle Accident Report (Accounting) and fill out an Incident Report (Health & Safety Coordinator) as soon as possible.

7) For After Hours Testing: The Supervisor is to call AAT (907) 451-3784.

If no response, the supervisor has to leave a message, and call again every 15 minutes for an hour and keep a call log to track the effort made to call AAT.

For more information on this policy, please refer to the back of this page

Questions or concerns? Contact HR at (907) 452-1648 or the Health & Safety Coordinator at (907) 452-1648 ext. 6236



FAIRBANKS NATIVE ASSOCIATION

Vehicle Accidents While on FNA Business Policy I-18

Purpose

To provide employees with guidelines on what to do in case of a vehicle accident while on FNA business or driving incidental to FNA business.

Policy/Procedure

a. Accident Information and Reporting

In case of an accident while on FNA business or driving incidental to FNA business, the driver should:

1. Stop as close to the scene as is safely practical, avoid blocking traffic, and otherwise minimize potential danger to others.
2. If qualified, administer necessary emergency first aid if no emergency medical personnel are available.
3. Notify police or ensure notification of police.
4. Provide and obtain identification and insurance information to and from all involved parties.
5. Cooperate with police and emergency medical personnel.
6. Avoid admitting guilt or offering any settlements.
7. Obtain names and addresses of witnesses.
8. Notify the supervisor immediately.
9. Notify HR immediately (any employee involved in a vehicle accident may be required to undergo post-accident drug and alcohol testing).
10. Completely fill out and submit the incident and accident report (including a written description and diagram/sketch of how the accident happened) found in the FNA vehicle log book or available from the Human Resources Department or the Staff Accountant-Insurance to the supervisor and the Human Resources Department or the Staff Accountant-Insurance within 24 hours unless injuries are so heavy that this is impossible. This accident reporting requirement applies whether an employee was driving a FNA-owned vehicle or a personal vehicle on FNA business or incidental to FNA business.

b. Drug Test Required Following Accident

An employee involved in an accident while driving on FNA business or incidental to FNA business will be required to undergo a drug test without delay. The employee must immediately verbally report the accident to his or her supervisor and the Human Resources Department so that HR can promptly make arrangements for the drug test.

c. Towing

If a FNA-owned vehicle needs to be towed, the employee is to contact HR or the Staff Accountant-Insurance to find out which towing company should be contacted. FNA will not be responsible for towing a personal vehicle.

d. Defensive Driving Course May Be Required

FNA may require an employee involved in a vehicle accident while on FNA business to take a defensive driving course at the employee's expense as a condition of continued employment.

e. Consequences of Failure to Comply With Above Requirements

The failure of an employee to comply with any of the above requirements where an obligation or responsibility is put on the employee may constitute grounds for disciplinary action up to and including termination.