



## Policy and Procedure # 280

### Accidents in EFI Vehicles

Approval: \_\_\_\_\_ Effective Date: 5/8/24

#### POLICY:

An accident involving an EFI vehicle, regardless of the severity of damages, must be reported immediately to the Executive Director (ED). In the event that the ED is not available, a designee will handle the responsibilities. The ED or the designee may come to the accident site if practical. An investigation will be conducted to determine the cause of the accident, and necessary corrective actions will be taken.

#### PROCEDURE:

##### 1. IMMEDIATE ACTIONS OF THE DRIVER:

- a. Emergency Services (911) will be contacted if anyone is injured.
- b. The Washington State Patrol or other appropriate law enforcement agencies will be contacted.
- c. The EFI driver will collect the name, address, phone number(s) and driver's license number(s) of other drivers / property owners, as well as the name of his / her insurance carrier and agent, including any witnesses.
- d. The EFI driver will provide factual information to any investigating officer.
  - i. The EFI driver will give the property owner EFI's ED's name and office phone number and explain that the ED is EFI's point of contact.
  - ii. The EFI driver will provide the property owner our insurance information if requested, but will ask them to contact the ED as soon as possible.

##### 2. REPORTING:

- a. Any accident involving an EFI vehicle must be reported to the ED or to the Administrator on Call (AOC) immediately.
- b. The AOC will immediately contact EFI's ED.
- c. A written report along with the WSP, or other Law Enforcement reports or citations will be submitted to the ED prior to the end of the driver's shift.
- d. The ED will decide if the accident will be reported to our insurance company or if damages will be paid from EFI funds.

##### 3. INVESTIGATION AND FOLLOW-UP:

- a. Copies of citations and accident reports will be maintained in individual personnel files.



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- b. Following an accident the Director of Human Resources will review the EFI driver's file and make copies of the most recent driving abstract, any accident reports, citations, or other pertinent information. Copies of these will be provided to the ED.
- c. Drug and/or alcohol tests may be conducted as outlined in the EFI drug and alcohol testing P&P.
- d. Driving privileges may be suspended pending the results of an EFI investigation.
- e. A determination of driver negligence may result in corrective action up to and including termination.