Accident - Vehicle

GENERAL DESCRIPTION: This procedure is used to report on-the-job accidents involving CESD vehicles.

PRIMARY RESPONSIBILITY: Program Manager; Chief Financial Officer; Health and Safety Officer

REFERENCE OR AUTHORITY: Superintendent

PROCEDURAL STEPS:

1. The driver will complete an Emergency Accident Report form and submit it to the Health and Safety Officer within 24 hours. The form is located in the glove compartment of the CESD vehicle.

2. Injury accidents shall be reported by the driver as detailed in the Procedure FS-008 – Injury or Illness-Occupational.

3. The Health and Safety Officer will work with the driver on the completion of other forms, if required, e.g., Pupil Transportation Accident Report, Form 581-2250.

4. The Health and Safety Officer will submit copies of all reports detailed above to the Chief Finance Officer within 48 hours of the incident and, if required, to the Oregon Department of Education and Motor Vehicles Division within 72 hours of the accident.