

1. Title: Accident Driver Procedures and Reporting

2. Purpose:

This Operations Policy Statement (OPS) provides policy and procedures following the occurrence of a church- owned vehicle's or church-rented vehicle's involvement in an accident.

3. Policy

3.1 The Driver of a church's owned or church's rented vehicle shall follow the procedures given in this OPS whenever such vehicle is involved in an accident.

3.2 Every accident shall be reported to the Church Transportation Manager. The Church Transportation Manager shall investigate each accident by interviewing the driver of the FPCC owned or leased vehicle.

4. Definitions: None

5. References:

OPS 17.01, OPS 17.02, OPS, 17.03, OPS 17.04

6. Applicability:

This policy applies to the operation of any and all church-owned vehicles and church-rented vehicles regardless of the purpose of use or duration of the trip.

7. Procedures:

DRIVER CONDUCT AT THE SCENE OF THE ACCIDENT

7.1 The Driver shall take immediate action to prevent further damage or injury.

7.1.1 Pull onto the shoulder or side of the road.

7.1.2 Activate hazard lights (flashers) and place warning signs promptly.

7.1.3 Assist any injured person, but don't move them unless they are in danger of further injury.

7.1.2 The Driver shall call the Police. If someone is injured, request medical assistance.

Vehicles and Transportation

Policy Number: 17.05

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7.1.3 The Driver or an uninjured adult should stay with the vehicle. The vehicle should not be left unattended, except in an extreme emergency.

7.1.4 The Driver shall exchange identifying information with the other driver and **make no comments about assuming responsibility.**

7.1.5 The Driver shall secure names, addresses, and phone numbers of all witnesses and/or or the first person on the scene if no one witnessed the accident.

7.1.6 The Driver shall call First Presbyterian Church of Conroe and report the accident to the Church Administrator. If the Church Office is closed, the call should be made to the Pastor and if she/he is not available, to the Associate Pastor. This report shall include a report on the extent of any known passenger injuries and deaths. The person called by the Driver is responsible for contacting parents or seeing that parents are contacted. {The Church Office's Church Records' Trip File Passenger Manifest can be used for parent contact information.}

7.1.7 The Driver shall call and report the accident to the church's insurance agent.

7.1.8 The Driver at his/her earliest convenience shall advise the CTM of the accident.

ARRANGEMENT FOR ALTERNATIVE TRANSPORTATION

7.2 The Pastor and/or Church Administrator shall coordinate with the Church Transportation Manager to arrange for alternative transportation if the vehicle is unsafe for travel.

DRIVER'S VEHICLE ACCIDENT REPORT (on return to the church)

7.3 The Driver shall complete the *Vehicle Accident Report Form* (F-170501). A copy should be in the vehicle's notebook or one can be obtained from the Church Transportation Manager or the Church Administrator. Return this form to the Church Transportation Manager. Answer all questions completely or mark "not known". Use additional sheets of paper as needed to provide pertinent information.

7.4 The Driver shall provide the information collected at the scene of the accident (7.1.5) to the Church's Transportation Manager and the church's insurance agent.

7.5 The CTM shall complete the *Vehicle Accident Investigation Report* (F-170502) and provide it to the Church Administrator for filing.

7.6 The CTM shall obtain a copy of the Police accident report and file with the CTM's investigation.

7.7 The CTM and Chair of Administration Ministry shall meet and jointly review and discuss the CTM investigation and Police reports and decide if any actions are needed. A memorandum for the record shall be recorded and filed in the Church's Records of this meeting.

8. Review Schedule:

This OPS shall be reviewed for revision by the Administration Ministry one year following its approval/effective date.

9. Approval:

The Session approved this OPS on the above "effective date".