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Vehicle Accident Reporting Procedure (CONUS)

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1.0 Purpose

The purpose of this procedure is to establish the requirements for reporting accidents involving motor vehicles that are owned, rented, or leased by or on behalf of the Company. This procedure applies to all domestic contracts for Constellis Holdings LLC and its subsidiaries and affiliates (collectively, the “Company”). This procedure is in conjunction with any program-specific procedures and policies.

2.0 Scope

The scope of this procedure includes all domestic programs and contracts, and domestic training.

3.0 Definitions & Acronyms

- **Company Vehicle** - all vehicles owned, leased or rented by the Company and all vehicles that are used by company personnel, while working on behalf of the Company.
- **Fleet** refers to the Constellis Fleet Department.
- **Risk Management** refers to the Constellis Risk Management Department.
- **TPA** – Third Party Administrator.

- **Vehicle Operator** – The driver of the vehicle at the time of the accident.

4.0 Roles and Responsibilities

All site/project managers and field supervisors are responsible for following these procedures and for the timely reporting of all vehicle accidents and all events resulting in damage to the vehicle.

Risk Management is solely responsible for overseeing Worker's Compensation and auto insurance.

Fleet is responsible for overseeing the upkeep and maintenance of all owned and leased company vehicles.

5.0 Process Timeline

Timeline from Incident	Event	Responsibility
Immediate	Vehicle Operator: <ul style="list-style-type: none"> • Stops vehicle and ensures safety of self and others • Contacts emergency services (if necessary) • Collects information using Constellis Domestic Auto Incident Report 	Vehicle Operator
Within 1 hour	Report to Supervisor	Vehicle Operator
Within 2 hours	Contact HR to determine if an alcohol or blood test is needed.	Immediate Supervisor Director of HR
Within 24 hours	Submit accident report to autoincident@constellis.com	Supervisor
Within 72 hours	Conduct follow-up investigation.	Site Manager
As Applicable	Assess vehicle damage and determine next steps.	Fleet Department
As Applicable	Risk Management: <ul style="list-style-type: none"> • Reviews accident report • Submits insurance claims, if necessary • If damages and/or injuries to third party, forwards contact information to TPA 	Risk Management Department

6.0 Process Detailed

6.1 Immediate Response

Immediately following the accident, the vehicle operator shall take all necessary steps to ensure his/her safety as well as the safety of others involved. If there are injuries involved, or if the accident involves multiple vehicles, emergency services shall be contacted and a police report will be requested.

The vehicle operator shall collect information using the Constellis Domestic Auto Incident Report. A blank copy of the Constellis Domestic Auto Incident Report will be kept in the glove compartment of each Constellis owned and leased vehicle. The report is also available on the Constellis SharePoint site. It is extremely important to provide accurate and detailed information as the evidence collected at the scene will be used to file claim reports and may be critical in defending a lawsuit.

6.2 Supervisor Notification

Regardless of severity, the vehicle operator must report the accident to his/her immediate supervisor within one hour of the incident. Constellis personnel shall follow program-specific procedures for reporting, and full details of the accident must be provided.

6.3 Drug/Alcohol Test

Upon notification, the vehicle operator's supervisor shall immediately contact Human Resources to determine if a drug and alcohol test is needed. If a test is required, Human Resources shall make the necessary arrangements to complete within two (2) hours of the accident.

6.4 Accident Reporting

The supervisor shall forward the completed Constellis Domestic Auto Incident Report and any potential claims to autoincident@constellis.com within 24 hours of the incident. The email feed will automatically distribute the report to Risk Management, Fleet, and Safety.

It is extremely important to provide complete and accurate information as soon as possible after the accident to allow prompt adjusting and settlement before a simple claim has an opportunity to become a large lawsuit.

In the event of an accident, coordination with our insurance company will only be accomplished by Risk Management. Project personnel shall not make direct contact with our insurance company nor that of any other party.

6.5 Assessment of Vehicle Damage

Upon receipt of the accident report, Fleet will review the details and determine the next steps for addressing physical damage, as needed.

6.6 Filing Claims

Upon receipt of the initial accident report, Risk Management shall review the details and submit an insurance claim, if necessary. If there is an injury to an employee, the Domestic Worker's Compensation Procedure will be followed. If there is damage or injury to a third party, Risk Management will forward contact information for the third party to the applicable Third Party Administrator (TPA).

6.7 Follow-up Investigation

Within 72 hours of the accident, the site shall conduct an investigation to determine the root cause of the accident and submit a written report to autoincident@constellis.com.

Upon receipt, the Safety Department will work with Fleet, Risk Management and applicable site personnel to determine if any corrective actions are needed. Results of these investigations will be documented and applicable records will be maintained.

7.0 Training Incidents

An exception to the aforementioned vehicle accident procedures are vehicle accidents that occur during training on the Moyock training facility. Vehicle incidents that occur due to the normal course of training and do not result in injury to any personnel do not need to be reported. Vehicle incidents that result in either injury to personnel or result in damage to the vehicle not occurring during the normal course of training need to be reported. These reports shall be in the form of the Constellis Domestic Auto Incident Report and emailed to autoincident@constellis.com within 24 hours of the incident.

If the incident results in the injury of an employee or potential employee of Constellis, the Domestic Worker's Compensation Procedure will be followed.

8.0 Contact Details

- Accident reports/emails shall be sent to autoincident@constellis.com. This address will automatically distribute the email to Risk Management, Fleet, and Safety.

Related Documents

- Domestic Worker's Compensation Procedure
- Domestic Auto Incident Report
- Drivers Training Incident Report
- Incident Reporting Policy
- Vehicle Accident Reporting Procedure

Version History

	Version	Version Date	Author	Description
1	1.0	27 February 2018	Tiffany Brown	Initial Version
2	2.0	19 April 2018	Tiffany Brown	Addition of training incidents
3	3.0	15 January 2020	Tiffany Brown	Amended contact information.
4	4.0	30 April 2020	Tiffany Brown	Amend formatting.
5	5.0	17 November 2021	Jessica Krulis	Remove references to GSOC.