

ACCIDENT REPORTING PROCEDURES

Your Fleet Manual addresses the matter of what to do if you are involved in an auto accident. The systems established here in Pasadena have been created in order to relieve you of much of the burden, as well as to ensure that everything goes smoothly in paying the bills.

- 1) Collect as much information as possible at the scene of the accident. Refer to your claim kit for assistance.
- 2) Report the accident to the Insurance Department at (818) 304-4075. All accidents must be reported immediately, no matter how much or how little damage there may be.
- 3) Once you have called the Insurance Department, you will then need to report the accident to the nearest CIGNA representative. They will assist you in repairs as well as with a rental car, if necessary. A directory is provided in your claim kit (available from Insurance if you don't have one).

Please be sure to follow these guidelines. If a problem comes up, call the Insurance Department. We need to know of any problems in order to correct them. Thank you for your cooperation.

MEMORANDUM

To: Chris Anderson

Date: November 13, 1985

Subject: Automobile Accident Reporting

From: Ellis La Ravia

I have sought counsel from Messrs. Joe Tkach, Dwight Viehe, and Dean May concerning the subject of Auto Accident Reporting Procedures. It is true that we are concerned about corporate image as it relates to vehicles and the condition of cars, which also affects resale value. It is also important that a person who is assigned a corporate vehicle be responsible for the appearance, condition, and the proper reporting of accidents. It is a matter of how this is accomplished that we have considered. Therefore, we will follow this procedure:

1. All drivers who are assigned corporate vehicles in the ministerial and department manager categories will henceforth have personal responsibility for the reporting of accidents, as well as the general appearance and condition of the vehicles. If there are abuses or failure to properly care for the vehicle, then appropriate action will be taken to recover any resale value lost due to negligence, at the time of replacement.

We will periodically bring relevant information to the attention of the drivers to assist them in caring for their assigned vehicles. This will be done through mailings or in the PGR, as may be appropriate.

2. Vehicles that are assigned to the various departments rather than specific drivers, even though they may basically have only one driver, will be handled as in the past. Dwight Viehe will work with the Transportation Department personnel to be sure this is handled properly with the manager, whose department has been assigned the vehicle.

Thanks for your concern and attention in this matter.

CC: Joseph Tkach
Dwight Viehe
Dean May

ELR:dd



**STANDARD ON
AUTOMOBILE LIABILITY**

Facilities Management 12.1.2
Effective: June 27, 1984


Authorization Signature

OVERVIEW

Liability insurance (i.e. that which covers the other party in an accident) for all corporately-owned vehicles is provided under the master insurance policy.

However, all physical damage costs, including comprehensive and collision, are uninsured. These costs must be paid directly from corporate operating funds.

Each year, substantial funds are expended to repair fleet vehicles damaged as a result of accidents where our drivers were at fault.

In an effort to control these losses, a standard addressing automobile liability has been developed. It is intended that this standard be regarded as incentive for drivers to continually be alert and careful when using a vehicle provided for their use.

STANDARD

The operator of a corporately-owned vehicle involved in an accident, which was his/her fault, shall be subject to charges of up to \$100 for the first occurrence and up to \$250 for subsequent occurrences within a three-year period.

The amount charged to the operator shall not exceed the cost of damages to the corporately-owned vehicle.

All accidents must be immediately reported to the Insurance Department, regardless of who was at fault, or how minor the damage may appear to be.



**STANDARD ON
WEARING OF SEAT BELTS**

Facilities Management 12.1.3
Effective: June 27, 1984


Authorization Signature

OVERVIEW

It is a proven fact that the wearing of seat belts saves lives in the eventuality of an automobile accident.

STANDARD

All operators and passengers in any corporately-owned vehicle must use the seat belts provided.

Infants and toddlers under the age of four years must use approved children's restraining seats while the vehicle is in operation.

