



**HUMAN
RESOURCES**

If you are involved in a vehicle accident:

- Stop at once
- Check for injuries
- Call 911
- Notify your Supervisor
- DO NOT APOLOGIZE OR MAKE ANY STATEMENTS AT THE SCENE except to proper authorities
- Obtain witness contact information
- Have Supervisor contact Human Resources/Risk Management 830-386-2244
- Let driver know that Police have been called
- Complete Accident/Incident Report form with Supervisor for all Accidents/Incidents
- All vehicles must be inspected by Fleet Maintenance post accident

Post Accident Testing Requirements

All employees involved in an on-the-job vehicle accident will be required to submit to a drug & alcohol test.

Arranging for a drug & alcohol test

Tests must be conducted as soon as possible but no later than eight (8) hours after the accident for alcohol, and thirty-two (32) hours after the accident for drugs.