

Memo



To: All Staff
From: Jay Rogers, Safety & Training Manager
CC: Jeremy Butzlaff, General Manager
Mollie Jones, Operations Manager
Date: May 29, 2007
Re: Accident Reporting Procedures

We have had a high number of accidents recently. As a reminder, it is imperative that **ALL ACCIDENTS** be reported immediately to GLS Operations regardless of the time of day/night in accordance with Company policies/guidelines.

If Police and/or Emergency Medical care is necessary, 911 should be the first call made. The very next call (or first, in the case of a minor accident) will be to GLS Operations (Dispatch) @ 206-624-6349 or 800-551-5903. GLS Operations will then notify the on-call Safety MOD (Manager On-Duty) who will be available to you, to either respond to the scene or answer any questions/concerns that you may have during the accident investigation.

An accident is defined in the CBA – Schedule A – 4.6 subparagraph as:

- A. An accident is defined as an occurrence relating to motor coach operations which results in personal injury or property damage regardless of who was injured, whose property was damaged, or who was at fault. An accident is still considered an accident whether a vehicle was moving or was temporarily stationary, and includes an event occurring on the coach or while passengers embark/disembark, which results either in a passenger injury requiring medical attention or a claim against the Employer, or both, and which through normal procedure, the Safety Department determines to be preventable.

Per the above definition, **no matter how minor**, whether or not you see evidences of any damage, all accidents **MUST** be reported as outlined above. This includes any GLS owned or operated vehicle.

Failure to report accidents will result in disciplinary actions up to and including termination of employment.

In addition to the initial report of the accident to Operations, Drivers are responsible to complete an accident package which is to be submitted to Safety/Operations, and shall include the following documents:

- Accident Report completely filled in (long form).
- Yellow Exchange of Information Card completed by other party.
- Green Exchange of Information Card completed by GLS employee.
- Property Damage Notice (if applicable).
- Exoneration Card (if applicable).
- Refusal to Disembark (for Medical Treatment)
- Courtesy Card (for witnesses).
- Camera
- VIR form
- TACH card (if applicable)
- GLS Driver log sheet for the day – including change of duty status at the time of accident.
- Any other pertinent information that could aid in the investigation.

Complete accident packets should be located in a white envelope in the driver area of each vehicle. Verification of the presence of said envelope is part of the pre-trip responsibilities. Additional packets are available through Safety and cameras from Dispatch.

It is to everyone's benefit for this information to be submitted by the end of the driver's shift/assignment to the Safety/Operations Department to assist in conducting a complete investigation and to protect you and GLS. Safety will then most likely contact you directly for follow up and any questions you might have.