

# **Accident Investigation Process**

## **Summary**

Plant Operations has established a process to determine probable cause and corrective action to be taken regarding a vehicle accident.

## **Purpose**

The purpose of this document is to describe the process to determine probable cause and corrective action to be taken regarding a vehicle accident.

## **Procedure**

Plant Operations employees involved in a vehicle accident must report the accident to the Manager of Plant Operations immediately upon release from the scene unless the employee sustains injuries requiring medical attention. Employees must provide the information listed below when reporting an accident to the Manager of Plant Operations. The Manager of Plant Operations will report the accident to the Columbus State University Director of Transportation.

1. Name of employee.
2. Date of accident.
3. Time of accident.
4. Location of accident.
5. CSU vehicle involved.
6. Employee statement.
7. Name of other parties involved.
8. Other parties' insurance information.
9. Any injuries sustained.

## **Related USG Policy**

N/A

**Last Update**

N/A

**Responsible Authority**

Plant Operations