



UIC Safe Driver Auto Policy & Procedures

Adopted 6/1/2007



**UKPEAGVIK
INUPIAT
CORPORATION**



STATEMENT OF SUPPORT

We are pleased to provide Auto Policies and Procedures as part of our Risk Management and Health, Safety, Environment and Training (HSET) programs. This Policy Manual is to establish safe operating procedures and proper use of our company-owned vehicles.

Our vehicles are valuable assets and it is important that they are properly and safely operated. We support training for our Authorized Drivers so that they know how to care for and operate our vehicles.

Our shareholders and our insurance company expect us to allow only qualified drivers with acceptable driving records to operate company-owned vehicles. They also expect us to use our vehicles in a manner that respects their intended business use.

Piyaqquutailaqa ~ "Let Us Go Without Injury"

- Savaktit Qamutaat – Worker's vehicle
- Piyaqquutailaqa – Let us go without injuries

The cost of auto accidents can be great and expose our company to unnecessary liability for damage to property or injuries to others. We wish to be responsible in our community and drive with great care so that we do not injure our friends and neighbors.

Because of these reasons, we have developed a policy manual that helps us address how to operate our vehicles properly, where to get training for our drivers, and how drivers may become authorized to use company vehicles or drive on the company's behalf.

Our employees represent this corporation and our reputation. We feel confident that they will operate all vehicles in a courteous, respectful and lawful manner. All employees of UIC with duties that include driving on company business are expected to comply with all vehicle-use policies, as well as State and local laws.

UIC is committed to safety in all aspects of our business because we value our employees and our reputation. Please read and fully understand all requirements in this manual.

Quyanaqpak and Drive Safely!

Anthony E. Edwardsen

President/CEO, Ukpeagvik Inupiat Corporation

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SECTION 1 INTRODUCTION AND GENERAL INFORMATION

A. Policy Statement:

1. Its purpose is to document minimum requirements for the proper use and operation of autos used in the course and scope of company business, including UIC's owned, leased and rented vehicles. Furthermore, these policies and procedures include parameters under which employees may become qualified to drive UIC's business autos, including driver's training programs, drivers record checks and other risk controls established to limit liability, control loss and support the safe and responsible operation of corporation autos.
2. All UIC Authorized Drivers are expected to follow this policy manual at all times.

B. Staff Implementation:

1. In 2007, the Risk Management Department was assigned the task of establishing a formal, written Driver Safety Program, including its implementation throughout UIC and its Family of Companies. This document and procedures within are a result of this directive.

C. Amendment History:

1. Established in 2007, the UIC Safe Driver Auto Policy & Procedures has been amended as follows:

Change #	Issue	Changes Made
Version 1.0	Adopted 06/01/2007	Initial Release
Version 1.1	Amended 1/20/2009	Various General Updates
Version 1.2	Amended 3/25/2009	Cell Phones Prohibited
Version 1.3	Amended 06/10/2009	Correcting Typos
Version 1.4	Amended 06/11/2009	General Editing
Version 1.5	Amended 06/06/2012	General Editing

D. UIC Safe Driver Program Administration:

1. Health, Safety, Environmental, and Training (HSET) and Risk Management departments are responsible for the content, updates, maintenance and dissemination of the policy document, training of certified collectors, training of supervisors and other applicable personnel, and policy training. These departments support the Vice President of Operations at UIC, as well as its subsidiary companies with policy interpretation and addressing atypical circumstances that may arise. The Human Resources (HR) and HSET departments will share responsibility for Substance Abuse testing.
2. Safe Driver Program Administrator:

UIC Director of HSET
3201 C Street Suite 801
Anchorage, Alaska 99503
907-677-5220 / 907-677-5257=Confidential FAX

E. (Local) Safe Driver Program Manager:

1. Each UIC subsidiary shall establish a Safe Driver Program Manager who shall be responsible for the day-to-day management of the program at their respective subsidiary operations, and its application to Authorized Drivers to which this policy applies, and under the procedures that are documented in the pages following.
2. Local Program Managers may be Health Safety and Environmental (HSE), Safety or Human Resources personnel or other appropriate managerial or supervisory personnel.

SECTION 2 DEFINITIONS**A. Explanation of Terms:**

1. **Authorized Driver.** UIC volunteer, employee or officer whose official duties require that they drive an auto for official UIC business, whether that vehicle is owned by UIC or not.
 - a. **An Authorized Driver** may drive on a regular, frequent, or periodic basis, regardless of primary job description. All authorized drivers must complete and sign a Motor Vehicle Records Release Form (also known as a "Drivers' Record Release Form" or "Disclosure and Release for Driving Record"). An Authorized Driver may drive on a regular, frequent or periodic basis, regardless of primary job description
 - b. **All UIC Authorized Drivers** shall be over the age of 21; exceptions to this criteria may be obtained after review by the HSET department on a

- case by case basis. All Authorized Drivers must have a valid Driver's License as established by this Policy and shall complete driver's training as required.
- c. **Drivers Licenses** are required for all personnel to drive or operate equipment or vehicles which require licensing or training by Federal, State or local law and regulations while on company business and/or property.
 - d. **Commercial Drivers Licenses** are required for all personnel operating equipment or vehicles as required by Federal, State or local laws and regulations. All operators will possess CDL's that meet customer, contract and the company specifications as required.
 - e. **Authorized Passenger.** UIC Owned Vehicles may require Logos, decals and/or other signage as required by contract or location..
 - f. **Auto Marking Program.** Logos, decals and other signage required on all UIC owned vehicles for identification purposes.
 - g. **DUI.** Conviction for Driving Under the Influence or Driving While Intoxicated.
 - h. **Motor Vehicle Record Release Form.** A form that is signed by the employee as part of verifying that a valid driver's license exists. The completed, signed form is provided to the state specific Department of Motor Vehicles through UIC's driving and vehicle records provider in order to obtain a report that lists all citations, violations or convictions related to auto use over a three-year period.
 - i. **Employee.** Any summer intern, part-time, full-time, contract employee, project, temporary or regular employee of UIC or one of its subsidiary companies.
 - j. **Exception.** A waiver based on driving privileges being suspended by the licensing state based on driver citation(s) and misconduct. Suspended drivers given partial privileges by the licensing state will be reviewed to operate/drive UIC vehicles on a case by case basis.
 - k. **HSET.** Health, Safety, Environmental, and Training Department.
 - l. **Insurer.** UIC's Commercial Automobile Liability insurance company.
 - m. **Mileage Reimbursement Form.** This form is used to verify approved use of personal autos and the related expenses where reimbursement is requested. The per mile reimbursement charge, at rates determined by the Internal Revenue Service, is intended to fully reimburse the employee for items that may include, but are not limited to, fuel, wear and tear, and insurance costs relative to operating their personal auto while on company business.
 - n. **Official Business.** Any activity necessary to perform UIC's business.
 - o. **Risk Management.** UIC's Risk Management Department.
 - p. **SR22.** Required state filing of proof of financial responsibility applying to persons who are convicted of or forfeit bail for certain offenses under Alaska motor vehicle laws.

- q. **Supervisor.** An Employee who may have hiring, discipline, and performance review responsibility over another employee.
- r. **Timely Reporting.** Written notice of an accident or incident within 24-48 hours.
- s. **UIC.** Ukpeagvik Inupiat Corporation, including its subsidiary companies.
- t. **UIC Vehicle.** UIC owned, leased, or rented vehicle that may be operated by a UIC Authorized Driver.
- u. **Unauthorized Passenger.** Any person not engaged in official business with UIC.

SECTION 3 RESPONSIBILITIES AND DUTIES

A. General:

1. UIC Authorized Drivers are responsible for the safe operation of any vehicle used to conduct UIC's business.
2. Any vehicle used for UIC business and any UIC Authorized Driver performing UIC's business must comply with the provisions of this Policy Manual and all requirements of applicable Federal, State or local laws and regulations.
3. Each UIC Authorized Driver will be held accountable for his or her actions and may be subject to discipline consistent with the personnel rules under which they are accountable.

B. Areas of Responsibility:

1. There are several areas of responsibility associated with the successful implementation and administration of UIC's Safe Driver Auto Policy & Procedures.
 - a. Department Heads, Supervisors and Managers
 - b. Authorized Drivers
 - c. HSET
 - d. Human Resources
 - e. Administration

C. Department Heads, Supervisors, Managers:

1. Assure that Authorized Drivers under their direction attend the approved drivers' training and are familiar with this Policy Manual.
2. Assure that the employee's job description accurately reflects the driving duties for the position, as well as the requirement for a valid Driver's.
3. Verify that the employee has completed the Motor Vehicle Release Form, and that the employee has a valid driver's license.

4. Must report any change in the status (revoked, suspended) of their employees' driver's license to UIC Risk Management and HSET immediately.
5. Assure timely completion and reporting to UIC Risk Management and HSET, all accidents and incidents involving the UIC vehicle. Follow UIC's Drug and Alcohol Testing Program relative to testing required post-incident or accident.
6. Manage complaints regarding Authorized Drivers actions or violations of this Policy Manual in a manner consistent with this Policy Manual and the UIC Personnel Rules.
7. Ensure company owned vehicle has the proper identification if required.
8. No unsafe UIC vehicle may be operated. Operators are responsible for monitoring the vehicle. Operators and supervisors are responsible for scheduling the vehicle for required maintenance.

D. Authorized Drivers:

1. Attend UIC's Authorized Drivers' Training Program and any refresher courses required. Participate in any specialized training and safe operating procedures for the vehicle assigned as part of job duties.
2. Review the job description to understand the driving duties that apply to your job.
3. Drivers shall be 21 years or older.
4. Employees who operate or drive vehicles or equipment will maintain valid licenses as per Federal, State and local laws and regulations while operating/driving on company business.
5. Commercial Drivers Licenses are required for all personnel operating equipment or vehicles as required by State and Federal guidelines. All operators will possess CDL's that meet customer, contract and company specifications as required.
6. Must report any change in the status of your driver's license to a supervisor immediately.
7. Complete and sign a Motor Vehicle Release Form and provide a copy of your valid driver's license to UIC HSET. .
8. Immediately report all accidents and incidents involving the UIC vehicle to your department head, supervisor or manager. Complete all accident reporting forms. Follow UIC's Drug and Alcohol Testing Program relative to testing required post-incident or accident.

9. Immediately notify the department head, supervisor or manager of any circumstances that may affect the driver's ability to properly and safely operate an auto, including but not limited to: a serious medical condition precluding or limiting driving, suspension or revocation of operating privileges by Federal, State, or local jurisdictions..
10. Comply with any investigations regarding complaints or violations of this Policy Manual.
11. Properly and safely operate all motor vehicles assigned. Assure that passengers comply with all provisions of this Policy Manual, in addition to all Federal, State and local laws and regulations.
12. No unsafe vehicle may be operated. Authorized Drivers are responsible for reporting maintenance or repair needs.
13. Accept personal responsibility for any/all costs associated with traffic violations, fines, and/or parking fees. Exceptions to this may be made on a case-by-case basis, evaluating the business use intended and violation specifics.

E. HSET:

1. Administer, correct and update this Policy Manual and all forms, reports and documents related to this Policy Manual.
2. Place insurance Auto ID Cards and Auto Accident Kits into each UIC owned vehicle.
3. Assist Administration in auto marking program for proper vehicle identification.
4. Develop appropriate training course and provide safety training to all Authorized Drivers, including refresher courses as needed.
5. Maintain Authorized Drivers' List for insurance purposes.
6. Respond and assist in internal investigation and remedy of all reports of violations of safe or proper usage. Document issue and assist department head, supervisor or manager in charge of Authorized Driver.
7. Obtain driver's records through UIC's driving and vehicle records provider to verify a valid driver's license.
8. Reviewing incidents and accidents to identify risk factors; implement appropriate procedures, training or other loss prevention or reduction methods.

F. Human Resources:

1. Include into job descriptions the appropriate official driving duties, requirements for a valid driver's license and proper vehicle use.
2. Include into the hiring packet for new hires with official driving duties, the appropriate Disclosure and Release for Driving Record form from UIC's driving and vehicle records provider. Verify proper completion of the form and copy of the new hire's driver's license. Include a copy of this Policy Manual.
3. Provide a copy of the Driver's Record Release Form to any UIC employee that is newly assigned with official driving duties. Include a copy of this Policy Manual.
4. Assist in the timely reporting of any incidents and/or accidents as required by this Policy Manual. Assist in post-incident/accident drug and alcohol testing when required.

G. Administration:

1. Maintain the asset list of the company related to company-owned or leased autos. Notify UIC Risk Management of any new or deleted autos for insurance reporting purposes.
2. Administer any licensing, registration, lending, purchasing, leasing, warranty or maintenance documentation required for all company-owned or leased vehicles.
3. Notify UIC Risk Management of any transfers of autos from one department to another for insurance reporting purposes.
4. Assure that required corporate logos, decals and other signage are properly installed on all company-owned autos as intended, and in good enough condition to be easily identified.
5. Assist in the timely reporting of any incidents and/or accidents as required by this Policy Manual.

H. Disciplinary Action:

1. Failure to comply with any provision of this Policy Manual may result in discipline up to and including termination of employment. Disciplinary measures are addressed in the applicable employee handbook or other documents establishing personnel rules.

SECTION 4 AUTHORIZED DRIVER VERIFICATION**A. Forms Required, Motor Vehicle Record Release Form:**

1. Following this page is the single Motor Vehicle Record Release Form.
2. The single Driver's Record Release Form shall be signed by each employee whose job description documents official driving duties, or who may have incidental or occasional official driving duties while on company business.
3. A front and back copy of the employee's valid State Driver's License must accompany the completed and signed form.
4. Completed forms shall be routed to UIC HSET.

B. Valid Driver's License:

1. Employees who operate or drive vehicles or equipment will maintain valid licenses as per Federal, State, and local laws and regulations while operating/driving on company business.
2. Commercial Drivers Licenses are required for all personnel operating equipment or vehicles as required by State and Federal guidelines. All operators will possess CDL's that meet customer, contract and the company specifications as required.

C. SR22:

1. Driver's subject to SR22 Insurance filing will identify this condition to their Supervisor and the UIC HSET department for review and exception prior to being allowed to operate company vehicles or POVs for company business.

D. Age Restrictions:

1. UIC's authorized drivers will be 21 years of age or older.

SECTION 5 VEHICLE USE**A. Mileage Reimbursement:**

1. Employees driving their personal vehicle on company business may request reimbursement of mileage within the parameters established by UIC or the applicable subsidiary under which the employee works.
2. The per mile reimbursement charge is intended to fully reimburse the employee for items that may include, but are not limited to, fuel, wear and tear,

and insurance costs relative to operating their personal auto while on company business.

SECTION 6 UIC BUSINESS AUTO INSURANCE

A. UIC Insurance:

1. UIC purchases Commercial Business Auto Liability Insurance policies with limits the Corporation feels necessary in the event of expected loss. This Insurance Program provides coverage to UIC and its Family of Companies and is intended to meet two criteria:
 - a. To maintain the mandatory auto insurance coverage as required by applicable law,
 - b. To maintain insurance limits in an amount anticipated to protect the corporation in the event of an accident or claim.

B. State Mandated Insurance:

1. UIC shall comply with all state mandated insurance requirements whereby the owner of a motor vehicle subject to registration shall have a liability insurance policy in effect.
2. Proof of motor vehicle liability insurance must be in the person's possession at all times when driving a motor vehicle, and they must present the proof for inspection upon demand of Law enforcement officer or other authorized representative.
3. UIC employees driving their personal auto while in the course and scope of Company business shall have personal auto insurance coverage that meets the applicable State requirements for liability insurance.

C. What Vehicles are Insured:

1. All UIC owned and/or leased vehicles are covered under UIC's policies of insurance. Hired and rented vehicles are also included in coverage.
2. Privately owned vehicles of our employees or others are **NOT** covered under UIC's auto insurance, because UIC does not have an "insurable" or "ownership" interest.

D. Who is Covered:

1. UIC's Commercial Business Auto Liability Insurance policy covers directors, officers, employees, agents, representatives, assigns, volunteers, and others authorized to operate UIC's owned, or leased vehicles used while in the course and scope of Company business.

SECTION 7 APPROVED USE OF UIC OWNED VEHICLES**A. Official Business Only:**

1. Absent an employment contract or other documentation indicating otherwise, Authorized Drivers may use UIC owned or leased vehicles for Official Business only in the course of company business or as authorized by their supervisor.
2. Vehicles are not intended to be used to transport hitchhikers. However, emergency situations should be considered by the driver on a case by case basis..
3. Vehicles will convey only cargo they are authorized to transport (i.e. Hazardous waste may be transported by vehicles that meet or exceed all Federal, State, and local laws.
4. No alcohol is allowed in Company autos.
5. Only drivers with prior authorization will be allowed to carry firearms in company vehicles.

SECTION 8 APPROVED USE OF PRIVATELY OWNED VEHICLES**A. Using Privately Owned Vehicles:**

1. The Authorized Driver is responsible for properly licensing, insuring and maintaining their personal vehicle. Reimbursement for mileage may apply, and is intended to reimburse the employee for fuel, wear and tear, and insurance.
2. Privately owned vehicles are **NOT** covered under UIC's insurance policy. All persons driving a personal vehicle while on UIC business, must maintain at a minimum, state of operation required limits for bodily injury, property damage, and combined single limit.
3. UIC does **NOT** provide coverage for physical damage to an employee's personal auto damaged while on UIC business.
4. The vehicle owner understands that any/all costs associated with the maintenance of insurance coverage and/or the payment of an insurance deductible for the vehicle are the sole responsibility of the vehicle owner.
5. The vehicle is properly maintained and kept in a safe, operable condition per the manufacturer's recommendations. No unsafe vehicle may be used to conduct UIC business.

6. UIC is not responsible for:
 - a. Inspecting personal vehicles; or
 - b. Certifying that personal vehicles have been properly maintained; or
 - c. Making any representation whatsoever as to the condition, proper maintenance, or safety of any personal vehicle.

SECTION 9 APPROVED USE OF RENTAL VEHICLES

A. Using Rented Vehicles:

1. The use of rental vehicles is authorized under UIC's travel policies.
2. Employees renting autos while on UIC company business shall meet all of the requirements of an Authorized Driver as documented in this Policy Manual.
3. Authorized Drivers shall operate the rental car in accordance with safety and traffic rules and applicable laws.
4. Authorized Drivers shall **decline** all additional insurance coverage offered by the car rental company within the United States. Rental car drivers in a foreign country shall elect to carry all rental car coverage.
5. Authorized Drivers shall provide to the car rental company, proof of UIC's hired Auto Coverage. Additional wallet cards are available through UIC Risk Management.
6. In the event of a loss, accident or incident, UIC's Accident Reporting Forms shall be used to document the accident. Full information related to the accident, including information regarding the other driver if a two car accident must be captured and UIC Risk Management contacted immediately.

SECTION 10 SAFETY RULES FOR ALL VEHICLES

A. Applies to all Authorized Drivers:

1. Safe operations of all autos used in the course of UIC company business are expected at all times and all Authorized Drivers are required to act in accordance with these rules.
2. Autos shall be clean and in sound working condition with appropriate seat belts, mirrors, turn signals, front and rear lighting in place and operational.
3. It is not safe for keys to be left in any unattended vehicle.
4. Seatbelts shall be worn at all times by all persons in the vehicle – no exceptions.

5. Persons shall not ride in the bed of a pickup truck at any time.
6. Drivers must obey all traffic rules, speed limits, traffic control devices, and applicable laws.
7. UIC autos are not intended for race or speed contest, or to be used in a reckless, willful or wanton manner.
8. No Authorized Driver shall operate a vehicle when his/her ability to do so safely has been impaired, affected, or influenced by alcohol, drugs, prescription drugs, medication, including over-the-counter medication, illness, fatigue, or injury.
9. Drivers are prohibited from overloading and/or overcrowding vehicles and occupants shall be limited to the number of seat belts in the vehicle.
10. Drivers must be attentive at all times while driving on UIC business. The use of cell phones and hand free devices as well as "iPods" and MP3 players will be governed by the Federal, State, and local jurisdictions that the driver is in. Failure to follow local, state, and Federal ordinances regarding safe vehicle operation will be ground for administrative action up to termination.

B. Incidents@ukpik.com:

1. UIC has instituted a reporting email where other drivers can anonymously report unsafe or unapproved vehicle usage to UIC Risk Management/Safety personnel.
2. Complaints will be addressed in a timely manner and are to be forwarded to the appropriate person for resolution.
3. The Department head, Supervisor or Manager of the Authorized Driver that was reported or, if the driver is unknown, the department to which the identified, marked and numbered UIC vehicle is assigned to shall investigate and resolve the complaint.
4. The Department Head, Supervisor or Manager shall work with UIC Human Resources or UIC Risk Management as needed in addressing complaints.

SECTION 11 DRIVERS' TRAINING COURSES

A. UIC Driver Safety Training Program:

1. UIC's HSET Department will develop and coordinate training for all UIC Authorized Drivers. Training is provided through an online safety training program or may be provided to a group of drivers through classroom presentation.

2. Drivers must successfully complete this training provided in order to be authorized to drive UIC autos.
3. Drivers unable to successfully complete the training may be relieved of driving duties.
4. Department Heads, Supervisors, Managers, and/or Human Resources may request that Authorized Drivers receive additional training.
5. Driver shall be required to submit to Drug & Alcohol Testing following an accident or incident.
6. Drivers may be required to participate in refresher training following an accident or incident.

SECTION 12 UIC VEHICLE MARKING

A. Identification of UIC Owned or Leased Vehicles:

1. Designated UIC owned or leased vehicles shall be marked and identified as business autos intended for official use.
2. Auto marking decals shall be either black and silver, or UIC blue and silver and be made of reflective material so that they are visible in all lighting conditions.
3. The Department Head, Supervisor, Manager and Authorized Driver are responsible for keeping the emblems properly affixed to the vehicle, in a clean and well-maintained condition, and further, to assure that the emblems remain visible and easy to read.

B. Auto Marking / Logos, Official Use Only, On-Call Autos:

1. UIC logo (or logos of the UIC owned business unit), shall be firmly affixed on both left and right front doors. Magnetic or other removable logos may not be used.
2. Logos shall a minimum of 16" x 16" or large enough to be visible and easily recognizable from a reasonable distance, and shall be either black and silver, or UIC blue and silver and be made of reflective material so that they are visible in all lighting conditions.
3. It is recommended that decals establishing that the auto is for "Official Use Only" or used 24/7 and defined as "On-Call" autos are also affixed to the vehicle and readily visible.

SECTION 13 ACCIDENT/INCIDENT RESPONSE AND REPORTING**A. 24 Hour Reporting Required:**

1. All accidents, no matter how minor the injury or damage to the auto, must be reported to UIC Risk Management within 24 hours.
2. If significant injury, spine, head trauma, death or other major or life-threatening injury occurs, contact UIC Risk Management **immediately**.
3. The Authorized Driver is responsible for reporting the accident to his Department Head, Manager or Supervisor.
4. The Department Head, Manager or Supervisor is responsible for verifying that all required accident reporting forms are completed and turned into UIC Risk Management.
5. This reporting requirement applies to both UIC owned, leased or rented autos involved in an accident.
6. The reporting requirement applies to accidents involving a personal auto – but **only** if that personal auto is being used at the time of the accident while the Authorized Driver is on approved UIC company business.
7. The purpose of proper and timely accident reporting is to provide an accurate record of the event so that the cause of the accident is understood and future loss prevented, and so that any insurance coverage can be obtained without issue.
8. Failure to provide a timely report may result in complications with our insurance carrier and may affect UIC's insurance coverage if a claim arises from the accident.

B. At the Scene of the Accident – Single Car / UIC Auto only:

1. The Authorized Driver driving the UIC vehicle is responsible for following procedures at the scene of the accident or incident.
2. The Authorized Driver shall determine if there are any injuries requiring **emergency medical attention**, and shall call emergency responders immediately.
3. If no injuries require emergency medical attention, then the Authorized Driver is to contact his Department Head, Manager or Supervisor immediately to report the event.

4. When possible, take photos of the accident site and damage to the vehicle or property.
5. Complete auto accident reporting forms and route to UIC Risk Management within 24 hours of the accident/incident.

C. At the Scene of the Accident – Multi Car:

1. All processes identified in the section above, apply to this section also.
2. Call the local police, emergency responders, your Department Head, Manager or Supervisor immediately.
3. Retrieve the Accident Response Kit from your glove box. This kit contains several forms that allow the UIC Authorized Driver and the other driver(s) to exchange important information.
4. Complete all forms within the kit, exchanging information with the other driver(s), including:
 - a. The license plate number of the other car(s),
 - b. A description of the other car(s), including any damage that occurred,
 - c. The other driver(s) license number and date of expiration,
 - d. The other driver(s) address and telephone number
 - e. The other driver(s) insurance carrier's name, policy number and contact information.
5. Take photos of any and all damage to the UIC vehicle, any other vehicles involved in the accident, and photos of any property damage (parked cars, fences, buildings) that occurred as a result of the accident.

D. At the Scene of the Accident / Rental Car:

1. All processes identified in the sections above, apply to this section also.
2. Notify the car rental company of the accident immediately, providing them with the name and contact information of UIC Risk Management Department and the name, policy number and contact information of UIC's auto insurance company.
3. All persons renting autos while on UIC company business shall carry the laminated Rental Car Insurance card with them at all times. This card contains information regarding UIC's insurance carrier and how to report a claim.
4. Failure to provide this information to the car rental company may result in your personal credit card being charged for the loss or damage.

Report Safety Concerns to:

Incidents@Ukpik.com