



Vehicular incident reporting procedure

Employee's checklist

This checklist is to be placed in CDL vehicles if possible and/or posted in a location for employees to read. Although not required, it may be advisable to include this in the safety policies.

When employees are involved in an accident involving a commercial vehicle, they may be subject to post-accident drug and alcohol testing.

FTA: Testing is required if the accident results in either:

- A fatality or
- An individual receives medical treatment away from the scene of the accident or
- The vehicle incurred disabling damage that resulted in transporting the vehicle by tow-truck or other vehicle.

If there is a possibility that any other agency covered employee's performance could have contributed to the accident as determined by the supervisor, that employee will be tested as well.

FMCSA: Testing is required if the accident results in either:

- A fatality or
- The driver is cited for a moving traffic violation AND the vehicle was towed from the scene or
- The driver is cited for a moving traffic violation AND an individual receives medical treatment away from the scene of the accident.

PHMSA: Testing is required when there is an accident involving:

- Gas pipeline facilities or
- LNG facilities or
- Involving hazardous liquid or
- Carbon dioxide pipeline facilities.

USCG: Testing is required when there is an accident involving:

- One or more fatalities.
- An injury to a crew member, passenger, or other person which requires professional medical treatment beyond first aid and, in the case of a person employed on board a vessel in commercial service, which renders the individual unfit to perform routine vessel duties.
- Damage to property, as defined in 46 CFR 4.05-1, in excess of \$100,000
- The actual or constructive total loss of any vessel subject to Coast Guard Inspection
- The actual or constructive total loss of any self-propelled vessel, not subject to inspection by the Coast Guard, of 100 gross tons or more
- A discharge of oil of 10,000 gallons or more, into a navigable waterway.
- A release of a hazardous substance equal to or greater than its reportable quantity into the navigable waters of the United States, or into the environment of the United States, whether or not the release resulted from a marine casualty.

If there is a possibility that any other agency covered employee's performance could have contributed to the accident or may not completely be discounted as a contributing factor to the accident as determined by the supervisor, that employee will be tested as well.

The following checklist has been developed to help the employee anticipate what will occur following this type of an accident.

- If you are injured, ask someone to call 911.
- Notify supervisor immediately of the accident.
- In accordance with DOT rules, your supervisor will ask you to make yourself available for drug and alcohol testing.
- Proceed to the testing site with your supervisor or designee.
- Do not drink alcohol until an alcohol test has been administered if one is determined to be necessary by your supervisor.
- If you refuse to take a drug or alcohol test, based upon agency policy and the rules and regulations of the DOT, you will be treated in the same manner as if you had tested positive for drugs and alcohol.
- If you receive medical care, follow agency instructions for filing a Worker's Compensation claim.