

GUAM POWER AUTHORITY		No.: * SOP-075
Standard Operating Procedure		Prepared By: <i>J.C. Crisostomo</i> J.C. Crisostomo, Safety Administrator
Title: VEHICULAR ACCIDENT / CLAIM	Approved By: <i>John M. Benavente</i> JOHN M. BENAVENTE, GEN. MGR.	
Effective Date: 4-4-03	Supersedes No. SP-075 of 08/10/94	Page 1 of 5

I. PURPOSE

- A. To establish uniform procedures for the reporting and processing of vehicular claims.
- B. To establish responsibility for concerned personnel relative to vehicular accidents/claims.
- C. To establish the reporting requirements pertinent to vehicular accidents.

II. SCOPE

The contents of this policy apply to all employees who are, may be, or will be, driving Authority owned/leased vehicles.

III. RESPONSIBILITY

- A. General Manager
 - 1. The General Manager has overall jurisdiction in all matters regarding vehicular claims, and all personnel involved in said type of claim.
 - a. The Safety Administrator has been delegated to carry out the necessary functions to effectuate efficient and productive management of vehicular claims.
- B. Comptroller
 - 1. The Comptroller is responsible for overseeing all financial aspects of vehicular claims for or against the Authority.
- C. Safety Administrator
 - 1. Is responsible for the supervision and management of the reporting, processing and settlement of vehicular claims for or against the Authority of its owned/leased "light" vehicles.

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- # 2. Will maintain records of all transactions regarding auto accidents and claims thereof.
- # 3. Will assign a Safety Inspector to respond to the accident site, to investigate and compile all available information regarding the incident.
- # 4. Work with the Comptroller to finalize a claim or to file a claim against a third party.

D. Division Managers

- 1. Will provide support and render assistance to the Safety Administrator on matters regarding vehicular claims whenever their assigned official vehicles are involved in an auto accident.
- 2. Shall ensure that official vehicles, assigned to their section, are cleared by GPA's mechanic, after every vehicular accident.

E. Power Transportation Superintendent

- 1. He shall acquire two or more estimates of damages incurred by GPA owned/leased vehicles involved in accidents and forward them to the Safety Administrator within four workdays.
- 2. He shall check, verify and accept all repairs of GPA owned/leased vehicles from repair shops as consequences of mishap.
- 3. He shall promptly return to concerned Division/Section all repaired autos completed by repair shops.

F. Manager PMM

- 1. He/She shall establish and maintain an "open" Purchase Order for the use of the Safety Administrator to effectuate expeditious repairs and payment of Authority owned/leased vehicles as results of accidents.

G. Dispatcher

- 1. The on-duty Dispatcher, upon receipt of information that a GPA owned/lease vehicle is involved in an accident, shall immediately notify: the Guam Police, the on-call Safety Inspector, the on-duty mechanic, the involved employee driver's supervisor, and an ambulance, when needed.

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H. Driver of the Authority Owned/Leased Vehicle

1. He/She shall IMMEDIATELY report any and all auto accidents to the dispatcher.
2. He/She and his/her supervisor, are responsible and accountable for:
 - a. Promptly obtaining the Guam Police Department's Traffic Accident case number and forwarding it to the Safety Administrator within four (4) workdays after an accident.
 - b. Promptly providing a Xerox copy of his/her driver's license and vehicle registration to the Safety Administrator within four (4) workdays after an auto mishap.
 - c. Signing the "Notice of Accident Under Motor Vehicle" form at the accident scene and giving it to the Safety Inspector at the scene, if present; if no Safety Inspector is at the scene, the involved driver shall forward the Form to the Safety Administrator within four (4) workdays of the mishap.
3. Employee drivers must have the following in their possession, or within their official, at all times:
 - a. A valid driver's license.
 - b. A valid registration for the GPA owned/leased vehicle they are operating.
 - c. A valid copy of the auto's insurance policy or an insurance policy card for the official owned/leased auto they are driving.
4. Authority drivers shall perform the following, after their involvement in vehicular accidents:
 - a. Remain at the accident scene until the arrival of the Guam Police, circumstances permitting.
 - b. Obtain the other party's name, phone number (work & home), vehicle make, model, license number, name and address of his/her insurance company and policy number.
 - c. Verify the other party's driver's license and vehicle registration - check if both are current and valid.

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- d. Authority drivers shall provide all the information required above (lines 3.a-c), to the other party, when requested.
- e. Obtain the names, phone numbers and addresses of witnesses to the accident, whenever possible.
- f. Notify the Department of Revenue and Tax, within 10 days, of any and all auto accidents involving property damage of \$250.00 or more, or when a personal injury or fatality is incurred.
- g. Get GPA's duty mechanic to verify that the official is safe to operate on the highways, after an accident.
- h. Employee drivers shall not express to anyone at any time, verbally or in writing, whether they are at fault or not. The Authority and its insurance carrier will make this determination.
- i. Render any qualified assistance to the injured party, when needed or requested.

I. Supervisor (All Levels)

- 1. Shall ensure that only employees qualified to operate assigned officials or leased vehicles are authorized to drive said vehicles.
- 2. Shall ensure that employees do NOT operate any official with defective mechanical or safety feature until necessary repairs are accomplished.
- 3. Ensure that only personnel on official GPA business are authorized to drive and ride in GPA owned/leased vehicles.
- 4. Be responsible for the timely submission of all required written documents, forms, and reports, to the Safety Administrator within four (4) workdays of an accident.
- 5. Upon receipt of notification by the Dispatcher of an auto accident involving a GPA official vehicle, they shall promptly notify their Superintendent and/or Division Manager.
- 6. Ensure that officials or leased vehicles assigned to their section/division are promptly turned into GPA Transportation, after an accident, for clearance on the auto's functional status and/or for repair estimate.

7. Assist their subordinates, in any and all manner, in their efforts to prevent auto accidents; instill the essentialness of defensive driving; provide continuous education on motor vehicle operations and roadway rules and regulations; qualify and re-qualify their personnel, as needed, on the various equipment to be operated; and enforce the proper and safe handling of Authority owned/leased vehicles.

IV. GENERAL INSTRUCTIONS

- * A. Only the General Manager, or his/her designee, shall communicate with the GPA insurance carrier, and/or its Claims Manager on any and all matters regarding claims for or against GPA owned/leased vehicles involved in an accident.
- B. The Safety Administrator will report directly to the General Manager and the Comptroller for administrative and financial matters, respectively, on vehicular claims.
- C. The Power Transportation Superintendent shall assist the Safety Administrator in determining selection of estimators to perform repairs of GPA owned/leased vehicles involved in accidents.
- D. The Power Transportation Superintendent shall ensure that GPA owned/leased vehicles turned in to Transportation after an accident for evaluation of the auto's functions to continue its operational status or be grounded, and for other requirements, are processed as quickly as possible so said vehicles can immediately return to its operational status, if evaluated as such.
- E. The involved employee driver and the Safety Inspector, at the accident scene, shall assist each other to determine if the GPA official is operational, whether to call the "Duty Mechanic", or use a wrecker.

Distribution: A, B, C