



Village of Ruidoso Accident Checklist

If the accident involves a vehicle, has the proper police report been completed? _____

If the accident involves a CDL classified vehicle, has a Breathalyzer been completed _____
(must be within 2 hours of the accident, the breathalyzer will take place before the drug screen)

Has a drug screen been completed? _____
(As soon as possible)

Has the employee (if capable) filled out the HIPAA form (medical information release) _____

Have pictures been taken? (if necessary) _____

Has Employee Accident/Incident Report Form (VOR 2-08) been completed? _____

Have the proper supervisors been notified? _____

Has Human Resources been notified? _____
(During normal business hours, if an accident occurs during the weekend or overnight, leave message on our voice mail or send us an email.)