

TRANSPORTATION MANAGEMENT

Revised 7/1/2010 V3.0

DRIVER CONDUCT AT THE SCENE OF AN ACCIDENT

PRE-REQUISITES

Although the ultimate objective of Company Name Fleet Management Safety Program is to prevent accidents, the fact remains that they may still occur.

To minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

A Vehicle Accident Report packet is designed to aid in training drivers in proper conduct at the scene of an accident and provide a record of information at the scene.

This packet should contain:

- Driver's Report of Motor Vehicle Accident
- Witness Information Cards
- List of Insurance Claims Offices
- Traffic Accident Exchange Information Forms

WHAT THE DRIVER SHOULD DO AFTER AN ACCIDENT

- Take Immediate Action To Prevent Further Damage Or Injury At The Scene Of The Accident
 - Pull onto shoulder or side of road (if possible).
 - Actuate four-way flashers and place warning signals promptly and properly.
 - Assist any injured person, but don't move them unless they are in danger of further injury.
- Call The Police
 - If someone is injured, request medical assistance.
 - If the driver cannot get to a nearby phone, he/she should write a note giving location and seriousness of the accident and give it to a reliable-appearing motorist and ask him/her to notify police.
 - The vehicle should not be left unattended except in extreme emergency.
- Exchange "traffic accident exchange information" forms with other driver(s). The driver should give identifying information to the other party involved, but should make no comments about assuming responsibility.

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- Secure names and addresses of all witnesses. Witnesses should be asked to complete a Witness Information Card.
 - If there are no witnesses, the name and address of the first person to arrive at the scene should be obtained.
- Complete the "driver's report of motor vehicle accident" form. Drivers should remember the following general rules for filling in the report:
 - Print or write legibly.
 - Follow instructions to the letter.
 - Answer all questions completely. If unable to answer any question, mark "not known".
 - Use additional sheets of paper if space is lacking for necessary information.
- Report the accident. The driver should call the company immediately in the event of any accident.

The accident should be reported to your Independent Insurance Agent/ Broker or the nearest insurance claims office as listed in the Vehicle Accident Report packet (according to company policy).

Suggested Do's and Don'ts In Case You Are Involved in an Accident

- Don't "Make a deal" for damages.
- Don't leave the scene of even a Minor accident.
- Don't accept an offer of cash, check or "private" settlement.
- Don't disavow injury to you or your passengers.
- Don't offer to pay ANYTHING even if you think you are at fault.
- Do (when conditions permit) move to the shoulder or other "safe area" to prevent further damage.
- Do ask someone to summon police and seek medical assistance. Repeat at 5 minute intervals.
- Do remember the 3 C's: remain CALM, COURTEOUS, CONSISTENT in your version of the accident.
- Do obtain complete information from those involved.
- Do complete the accident report form on the scene -- not later.
- Do obtain the names of witnesses including addresses and phone numbers.
- Do notify your company as soon as possible