



# ACCIDENT CHECKLIST

The following is a compilation of some of our clients' checklists and is not meant to be all-inclusive. Feel free to utilize it as a starting point and modify based on your specific operations.

- Stop right away but don't block traffic if possible... move to the shoulder or some other safe area.
- Turn off the vehicle's engine and identify any injuries.
- If there is something you can do to prevent further injury, do it.
- Wait in the vehicle for assistance or, if it is safe, step out of the vehicle and tend to any injuries.
- If you believe someone needs medical attention, call 911 (Emergency).
- Set out reflectors or warning devices to caution other motorists and prevent fires.
- Call the Safety Manager and/or Dispatcher and report the accident.

*[INSERT COMPANY CONTACT INFORMATION HERE]*

- Avoid making statements about responsibility to anyone and don't accept fault, even if you believe the accident may have been your fault.
- Take pictures of the damage to your vehicle, the other vehicle, and the surrounding area of the accident scene.
  - ✓ Use a disposable camera... digital pictures are too easy to manipulate and the negatives may be needed.
  - ✓ Start far enough away to get all vehicles involved in the pictures.
  - ✓ Take pictures from all 4 sides and all 4 corners.
  - ✓ Photograph anything you think may have a bearing on the accident or help the Safety Manager determine if it is considered DOT-recordable.
  - ✓ Make sure undamaged sides of ALL vehicles involved are included in the photographs as well.
  - ✓ If possible, take pictures BEFORE the authorities arrive. Otherwise, they may prohibit you from finishing.
- Allow the Safety Manager to determine if you need to take a DOT Post-Accident Drug Test.
  - NOTE: **DO NOT** drink until you KNOW will not be required to take a Drug & Alcohol Test.
- Gather names, addresses, phone numbers, drivers license numbers, license plate numbers, and insurance information of all parties involved as well as contact information for any witnesses.
- Cooperate with all law enforcement officers and any other authorities.
- Return all information to the Safety Manager as soon as possible.

