



COLLISION AND INJURY REPORTING

If you are involved in a collision:

1. Stop, turn off the ignition and do not smoke in or near the vehicles.
2. Render only what first aid you are qualified to give.
Note: Do not move the injured unless absolutely necessary. (Potential of fire, explosion, etc.)
3. Notify a law enforcement officer.
4. Note: Do not leave the scene; have someone else report the collision.
5. **Never** do any of the following:
 - a. Never discuss the collision with the people in the vehicles or other bystanders
 - b. Never accept responsibility, even if you feel it was your fault.
 - c. Never tell the other party "I'm sorry. I shouldn't have_____."
 - d. Never lie to law enforcement officers; tell them exactly what you think happened

Note: The only people you should discuss the collision with are a representative of our insurance company, a law enforcement officer, our company representative or your representative.

6. In the glove box of each company vehicle, there are Accident Reporting Cards. Be sure to fill out every space on the form and get the names and phone numbers of any witnesses. Although the majority of information will be on the police report, it takes three to five days to obtain the police report. If there is not an Accident Reporting Card available, use the section below to obtain the necessary information. Request a replacement Accident Reporting Card from your supervisor.

The following information should be reported immediately to your supervisor or manager.

- a. Date and time of collision
- b. Location of collision (city, state, county, street or highway with a landmark)
- c. Description
 1. How it happened
 2. Your speed at the time of the collision
 3. Draw a diagram showing how the collision occurred
- d. Number and approximate ages of occupants of both vehicles
- e. Were there any citations issued? I so, to whom and for what?
- f. Your vehicle number, plate number and mileage
- g. Description of damage to vehicles and property involved
- h. Information from other driver including full name, address, home and work telephone numbers, and name of insurance carrier. If the other driver is not the owner of the vehicle, get the same information about the owner as you did for the driver.

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