

CHAPTER 10

REPORTS AND FORMS

WHAT TO DO IN CASE OF A VEHICLE ACCIDENT

1. When conditions and/or regulations permit, move on to shoulder or side of roadway to prevent further damage or hazards. Place warning signals promptly.
2. Summon Police, and medical assistance if anyone is injured. Use company radio, the nearest available phone or ask someone to summon aid.
3. Report accident to your supervisor as soon as possible.
4. Obtain names, addresses, and driver's license numbers of drivers of all vehicles involved. If they are driving a vehicle for another company, obtain their company name and address and their supervisor's name. If the vehicle is owned by another individual, obtain the owner's name and address. Obtain vehicle license number, make, model and year and describe damage. If requested, you must supply the same information.
5. Obtain names and addresses of all witnesses.
6. Obtain the names and addresses of all injured parties, regardless of how minor the injury. If possible, try to learn where the injured are treated.
7. Keep calm. Be courteous. Don't argue. Make no statement concerning the accident to anyone except a Police Officer. Get his name and badge number.
8. Before leaving the scene of the accident, make sure you have all the facts. Complete the Accident Report Form located in both the Appendix and Cardinal Surveys Company Accident Report Packet.