

Accident Procedures

If you're involved in an accident while driving a company vehicle:

Remain calm and courteous.

Take immediate action to prevent further damage or injury.

- If possible, pull onto the shoulder or side of the road.
- Activate hazard lights and, if possible, place warning signals where they are easily visible to oncoming traffic.
- Assist any injured persons, but do not move them unless they are in danger of further injury.
- Don't stand in front of or between vehicles.

Call the police.

- If someone is injured, request medical assistance.
- If fire is involved, request assistance from the fire department.
- Provide the location of the accident to emergency responders.
- If a phone is not available, ask a passing motorist to call or get help.

Do not leave vehicles unattended except in an extreme emergency.

Exchange information with the other parties involved. Information should include:

- Name, address and phone number
- Vehicle license number
- Make, model and type of vehicle
- Name of insurance company
- Insurance policy number

Do not make any comments assuming responsibility or fault for the accident.

Get names, addresses and phone numbers of witnesses to the accident.

Take pictures of the vehicles involved, including close-ups and panoramic views.

Report the incident to your supervisor, or the appropriate person as designated by your company.

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