

Accident/Incident Checklist

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Eye on Safety:

- ☐ Check for injuries and call 911 if anyone is hurt.
- ☐ Move to a safe location, if possible, but do not move the vehicles if the accident is serious.
- ☐ Notify Your Manager
- ☐ Use reflectors or cones to warn other motorists.
- ☐ Ensure all passengers are safe and away from traffic.

Document:

- ☐ Take photos of all vehicles involved, including damage and license plates. (Use the checklist on the back of this page to get the best documentation.)
- ☐ Note the location, time, and weather conditions.
- ☐ Count the number of passengers in the other vehicle and note their approximate ages.

Information Sharing:

- ☐ Obtain the other driver's license and insurance information.
- ☐ Provide your driver's license and insurance information to the other party.
- ☐ Do not discuss fault or details of the accident with anyone except the police.
- ☐ Collect names, addresses, and phone numbers of any witnesses.
- ☐ Ask witnesses to provide written statements if possible.

Reporting:

- ☐ File a police report if the accident involves significant damage or bodily injury.
- ☐ Cooperate with any accident investigation conducted by your organization.
- ☐ Save all documentation, information, and photos to submit in your "Vehicle Incident Report" to your program manager and submit it within 24 hours of accident.

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Taking Accident or Incident Scene Photos

Remember, the goal is to capture as much information as possible to provide a clear and accurate representation of the accident scene. Stay calm, be thorough, and prioritize safety above all else.

Take Photos ASAP:

If it's safe to do so, take photos as soon as possible after the accident. This helps capture the scene accurately before any changes occur.

Capture the Entire Scene:

Take wide shots of the entire accident scene from multiple angles. This includes the positions of the vehicles, surrounding area, and any relevant road signs or signals.

Document Vehicle Damage:

Take close-up photos of the damage to all vehicles involved. Capture different angles to show the extent of the damage.

Include Contextual Details:

Photograph or slowly video any skid marks, debris, or other evidence on the road. Also, capture weather conditions, road conditions, and any other factors that might have contributed to the accident.

Photograph License Plates and Insurance Information:

Take clear photos of the license plates of all vehicles involved. Also, photograph the insurance cards and driver's licenses of the other parties, if possible.

Avoid Obstructions:

Ensure that your photos are clear and unobstructed. Avoid having people or objects blocking important details in the photos.

Take Photos of Injuries:

If there are visible injuries, take photos of them as well. This can be important for medical and legal purposes. Make sure you have the injured individual's permission to take the photos.

Keep a Record:

Store the photos in a safe place and back them up if possible. You may need them for insurance claims or legal proceedings later on.