

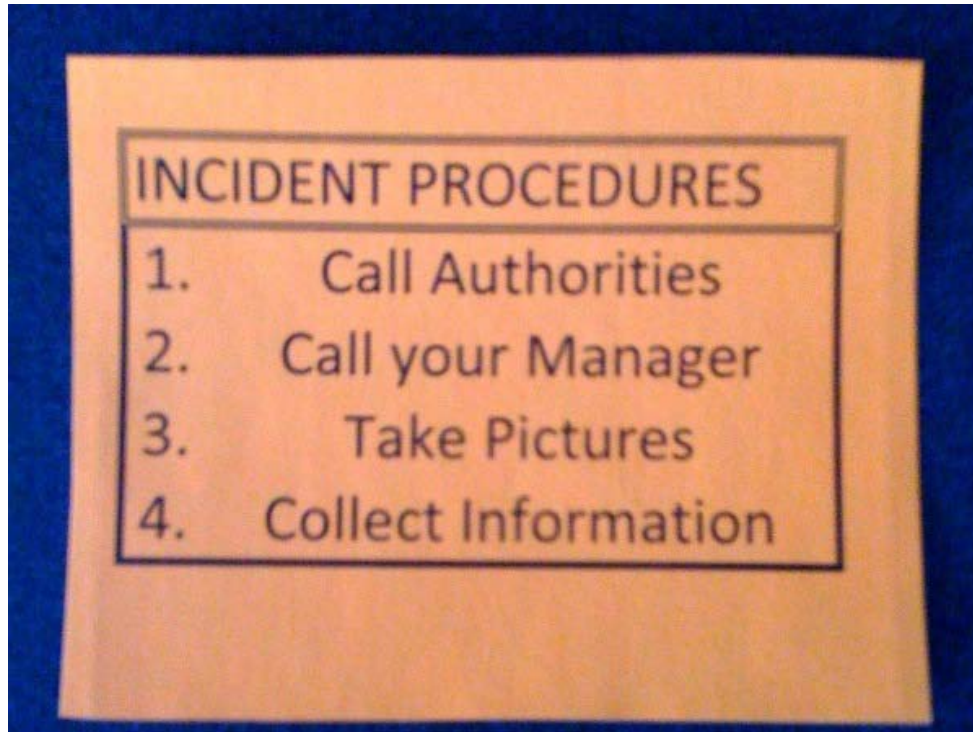
# **Incident Reporting Procedures**

As professional drivers you are held to higher standard than other drivers on the road. While a collision can shake up even the most experienced driver, we must remain calm and collect all information possible at the scene of the collision. Incomplete reports and lack of pictures can lead to trouble for both the driver and the company. Liability can be decided from a simple picture of the scene or a statement taken after the collision.

# Managing and Reporting an Incident

- Set warning devices and secure scene to insure no further collisions.
- Assist injured persons, but do **NOT** move if likely to cause further injury; call for medical assistance.
- Contact authorities and company official as soon as possible.
  - *Discuss accident only with the proper authorities*
- Check condition of vehicles
- Protect vehicle and cargo

Each power unit will display the decal below inside the cab to give a brief reminder of our incident procedures.



# Managing and Reporting an Incident

- **Take Pictures**
  - **Every** tractor has a disposable camera inside.
  - **Every** incident, no matter how minor, should be photographed at the scene.
  - ***The camera should be completely spent on the incident.***
  - Take pictures from as many angles as possible of each vehicle involved.
  - Label the camera with your name and the date of the accident.



# Managing and Reporting an Incident

- **Record as much information as possible**
  - Injuries
  - Location
  - Other vehicles involved
  - Description of incident
  - Conditions
  - Damage

*(See attached Accident Documentation Form)*

- **Once you have returned to your terminal be sure to take this information and fill out an incident report form.**

# ACCIDENT DOCUMENTATION KIT

## IF YOU ARE IN AN ACCIDENT, FOLLOW THESE STEPS:

- Stay calm, park safely and set out warning devices.
- Assist injured parties, but do not move the injured unless absolutely necessary.
- Notify police and ambulance if necessary. Use the "Emergency Telephone Aid" card if you cannot leave the scene.
- Identify yourself and your company. Supply operator #, license # and registration if asked.
- Do not discuss the accident with other driver(s) or witnesses.
- Ask all witnesses to complete witness cards.
- If other drivers admit fault, ask them to fill out the "Driver Exoneration Card".
- Follow your company policy regarding accidents and company procedure.
- Comply with all legal paperwork, such as accident reports. Get copies and return to employer with this kit.
- Document the accident with photographs taken from all four sides, include any road or weather conditions.

## SCENE INFORMATION

### TO BE FILLED OUT BY DRIVER

Company Vehicle \_\_\_\_\_  
 Date of Accident \_\_\_\_\_ Time \_\_\_\_\_  
 Location \_\_\_\_\_

Driver's Name \_\_\_\_\_  
 Truck # \_\_\_\_\_ Make & Model \_\_\_\_\_  
 License # \_\_\_\_\_ State \_\_\_\_\_

### OTHER VEHICLES AND DRIVERS

#1 Driver's Name \_\_\_\_\_  
 Make & Model of Vehicle \_\_\_\_\_  
 License # \_\_\_\_\_ State \_\_\_\_\_  
 Insurance Co. \_\_\_\_\_  
 Phone # (\_\_\_\_) \_\_\_\_\_

#2 Driver's Name \_\_\_\_\_  
 Make & Model of Vehicle \_\_\_\_\_  
 License # \_\_\_\_\_ State \_\_\_\_\_  
 Insurance Co. \_\_\_\_\_  
 Phone # (\_\_\_\_) \_\_\_\_\_

### PROPERTY DAMAGE (other than vehicles)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Owner \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_  
 Address \_\_\_\_\_  
 What Was Damaged \_\_\_\_\_

### POLICE

Officer's Name \_\_\_\_\_  
 Badge # \_\_\_\_\_ Report # \_\_\_\_\_  
 Station \_\_\_\_\_  
 Citation(s) Given To \_\_\_\_\_

### INJURIES

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # (\_\_\_\_) \_\_\_\_\_  
 Describe Injuries \_\_\_\_\_

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # (\_\_\_\_) \_\_\_\_\_  
 Describe Injuries \_\_\_\_\_

## EXONERATION CARD

To be used when other driver agrees you are not at fault.

To Whom it May Concern:  
 I hereby exonerate and release \_\_\_\_\_ and  
 his employee; \_\_\_\_\_ from all responsibility or blame regarding an accident at \_\_\_\_\_  
 involving the undersigned.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Over \_\_\_\_\_

## EMERGENCY TELEPHONE AID CARD

In the event you cannot or should not leave the scene, fill out this card and give it to a passing motorist.

- CALL 911 OR NEAREST POLICE DEPARTMENT  
 Provide exact accident location
- CALL AN AMBULANCE  
 Medical assistance is needed!
- CALL MY SUPERVISOR COLLECT

Please give this information on the back of this card. Over \_\_\_\_\_

## WITNESS CARD

To be filled out by witness:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_  
 I witnessed the accident at (location) \_\_\_\_\_  
 Over \_\_\_\_\_

## WITNESS CARD

To be filled out by witness:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_  
 I witnessed the accident at (location) \_\_\_\_\_  
 Over \_\_\_\_\_

**EXONERATION CARD**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Home # ( ) \_\_\_\_\_ Work # ( ) \_\_\_\_\_  
 Please use this space to provide any additional information.  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMERGENCY TELEPHONE AID CARD**

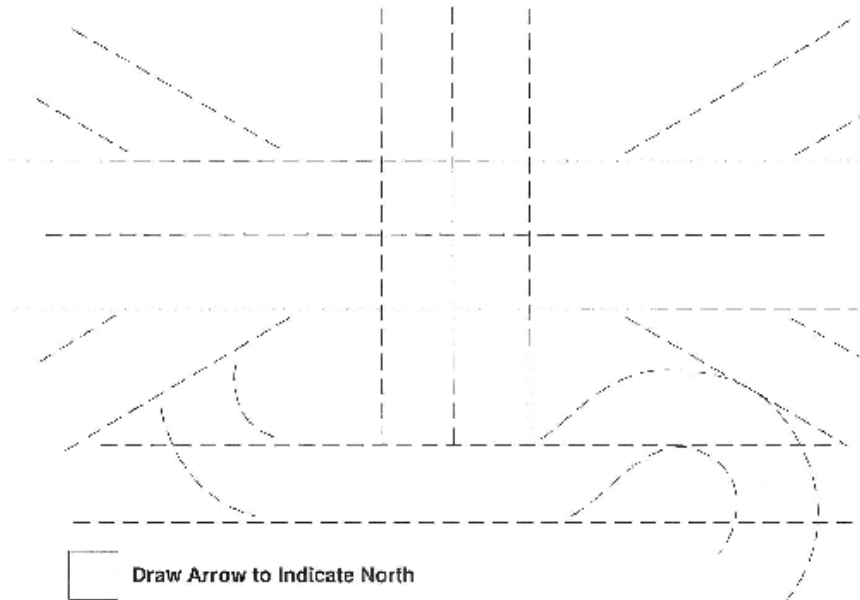
Supervisor \_\_\_\_\_  
 Phone # ( ) \_\_\_\_\_  
 Company Name \_\_\_\_\_  
**AND REPORT THE FOLLOWING:**  
 My Name \_\_\_\_\_ Truck # \_\_\_\_\_  
 Location of Accident \_\_\_\_\_

**WITNESS CARD**

Date of Accident \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Please Describe the Accident \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WITNESS CARD**

Date of Accident \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Please Describe the Accident \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ACCIDENT CONDITIONS****USE DIAGRAM TO INDICATE POINTS OF COLLISION**

Road Surface: (blacktop, concrete, gravel, etc.) \_\_\_\_\_

Weather Conditions: (rain, sleet, snow, fog, etc.) \_\_\_\_\_

Road Conditions: (dry, wet, snowy, icy, etc.) \_\_\_\_\_

Light Conditions: (dark, daylight, dusk, etc.) \_\_\_\_\_

Describe What Happened: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Managing and Reporting an Incident

- Incidents that do not involve another vehicle MUST also be reported.
  - For Example: If a driver backs into a light pole in a parking lot the same procedures should be followed.
- Property damage claims can be very costly and it is important for drivers to document these types of incidents to avoid fraudulent claims.

These steps are vital to protecting company and personal liability. Be sure that you, as a professional driver, are doing everything in your power to ensure that every incident regardless of severity is reported in the proper manner.