



Post Motor Vehicle Accident

Motor Vehicle Accidents can be a scary situation for anyone, especially if you have never been in an accident before. The below checklist is a way to help you ensure that the process runs smoothly and consistently.

- Remain Calm. Breathe, and take an inventory of your physical and mental condition.
- If you or your passengers are not seriously injured get out of the vehicle and move to a safe location, e.g., roadside or median as far away from moving traffic as practical.
- Avoid moving anyone who appears to have, or indicates they have a serious injury unless they are in immediate danger by staying in the vehicle.
- Call 9-1-1 if anyone is injured, or the vehicles are blocking the roadway. If there are no injuries or obstructed traffic, use the area's non-emergency number to report the accident: _____.
- Call your manager or _____ to report the accident.
- Do not discuss blame or accept fault when speaking with the other parties. Pay attention to the body language of the other party and keep a safe distance.
- Document everything:
 - Photos of crash
 - Photos of areas beyond the crash
 - Speed
 - Time of day
 - Weather
 - Description or drawing of how the accident occurred
 - Vehicles involved and license plates
 - Other parties' name(s), addresses, phone, and insurance information
 - Contact information for any witnesses
 - Any other pertinent information
- Get information from the responding law enforcement officer(s) for obtaining the police report.
 - **Note:** Some states have a monetary threshold and if this is not crossed, then a report will not be available. In some jurisdictions, police may only respond to accidents that occur on public roadways.
- Cooperate and support the organizational investigation process.
- For non-life-threatening injuries, advise your supervisor and follow instruction for seeking medical care. If applicable, follow post-accident drug screening protocol.



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VEHICLE ACCIDENT INVENTORY RECOMMENDATIONS:

Must Haves:

- Vehicle's Registration Card
- Auto Insurance Information
- Contact Information for Reporting Purposes
- Accident Report Forms for Collecting Information
- Triangle Reflector Kit or Road Flares
- First Aid Kit
- Fire Extinguisher
- Vehicle Escape Tool

Optional, but recommended:

- Blanket
- Bottled Water
- Jumper Cables
- Non-Perishable Food
- Flashlight
- Backup Batteries/Battery Charger
- Poncho/Warm Clothes
- Objects dependent upon time of year and area being traveled



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