

Sample Accident Reporting Guidelines

Every accident results in a reduction of your company's assets through lost time and/or money. Any company having a motor vehicle fleet, irrespective of size or type, should consider the elimination of all accidents as a major goal. In order to achieve this, a well established system of reporting, recording and analyzing the facts surrounding the accidents must be created. The facts collected and analyzed can be used to identify needs for:

- More driver or refresher training.
- Improved driver selection procedures.
- Improved vehicle inspection and/or maintenance activities.
- Implementation of driver testing.
- Utilization of driver coaching program.
- Development of modified driving plan or suspension of driver privileges.

Accident Management

Driver Responsibility:

Basic steps which the driver should perform after the accident:

- Stop immediately (shut off engine and set the brakes).
- Protect the area by properly placing emergency warning devices.
- Assist any injured person (the driver should be instructed never to move an injured person unless they are in imminent danger).
- Notify the police (the driver should not leave the scene of the accident except in extreme emergency situations - if necessary, the driver should write down the accident location and assistance needed and request that a bystander make the call).
- Provide their name, the company name and their driver's license those involved (the driver should be instructed not to discuss the accident with anyone except their employer, police or their company's insurance representative).
- Report the accident to their employer.
- Complete a preliminary accident report.
- Talk to witnesses, obtain information.

Management Responsibility

When the driver calls to report the accident, the person receiving the information should have a vehicle claim form for recording the accident data.