



Vehicle Collision Procedure

If you are involved in a vehicle collision you must STOP! Failure to stop is a criminal offense. In the event of a collision, you must do the following:

1. Call 911
2. Notify your foreman or manager.
3. Do not discuss the incident without police or a company representative present.
4. Do not leave the vehicle unattended.
5. Do not move any vehicles until the police have arrived. Complete the Accident/Incident Report Form with the following information:
 - Date, time, and location
 - Make, model, license number, insurance company, names and addresses of the vehicle involved.
 - Any injuries that occurred.
 - Description of what happened, damages.
 - Names and addresses of witnesses
 - Names of Police Officers
6. Take photos of the accident to ensure we have them on file. Send them to your foreman or manager in the office.