Driver Conduct at the Scene of an Accident

What should a driver do after an accident?

Take Immediate Action to Prevent Further Damage or Injury At The Scene Of The Accident
- Pull onto shoulder or side of road (if possible).
- Actuate four-way flashers and place warning signals promptly and properly.
- Assist any injured person, but don't move them unless they are in danger of further injury.
- Do Not over-react if you feel the accident is the fault of the other driver.
- Do Not react in a negative manner if the driver of the other vehicle responds in an aggressive manner.
- Respond in a Calm, Courteous and Consistent manner with the goal of de-escalating the situation.
- If there is no way to calmly interact with the other driver, wait until law enforcement arrives prior to continuing forward with your accident assessment and reporting process.

You Should Call Law Enforcement:
- If someone is injured, request medical assistance.
- If there is property damage
- The vehicle should not be left unattended except in extreme emergency.

Exchange "Traffic Accident Information" Forms with Other Driver(s).
- Name, Address, Phone Number & Email Address
- Make, Model & Year of Involved Vehicle(s)
- License Plate
- Insurance Carrier Name
- Insurance Policy Number & Policy Expiration Date
- The driver should give identifying information to the other party involved, but should make no comments about assuming responsibility.

Secure names and addresses of all witnesses. Witnesses should be asked to complete a Witness Information Card.
- Ask the witness to complete the form in “their own words”, drivers should not argue their side of the accident or lead the witness to a conclusion.
- Verify that the witness signed and dated the “Witness Information Card”

Take photographs of the accident scene (when it is safe to do so).
- Damages to your vehicle and the other vehicle(s)
- Skid marks & Scattered debris
- Accident site (position along highway, parking lot, intersection, etc.)
- Environmental Conditions (weather conditions, traffic mix, time of day)
- Take pictures from varying angles and distances

Complete the “Driver's Accident Report” form:
- Print or write legibly
- Follow form instructions to the letter
- Answer all questions completely and honestly; if unable to answer a question, mark “not known”.
- Properly identify vehicles in the accident diagram
- Include accurate contact information for witnesses
- When completing the accident report include:
  - **Accident Object**: location, vehicles, cargo, structures
  - **Accident Operation**: specific function or operation being performed
  - **Accident Type**: manner vehicles collided (unsafe conditions and/or acts)

**Report the accident. The driver should call their manager or appropriate company representative immediately in the event of any accident.**

**Suggested Do’s At the Scene of an Accident**

Do (when conditions permit) move to the shoulder or other “safe area” to prevent further damage.
Do ask someone to summon police and seek medical assistance. Repeat at 5 minute intervals.
Do remember the 3 C’s: remain CALM, COURTEOUS, CONSISTENT in your version of the accident.
Do obtain complete information from those involved.
Do complete the accident report form on the scene -- not later.
Do obtain the names of witnesses including addresses and phone numbers.
Do notify your company as soon as possible

**Suggested Don’ts At the Scene of an Accident**

Do Not discuss the accident or accident causation with anyone except law enforcement and company representatives.
Do Not “Make a deal” for damages e.g. accepting or offering cash, check or “private” settlement at the scene of the accident
Do Not leave the scene of even a Minor accident
Do Not disavow injury to you or your passengers, or any other involved party.
Do Not drive your vehicle if you feel it is unsafe.
Do Not drive your vehicle if you are physically incapable of driving safely.

**Contact**

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