



## What To Do In the Event of an Accident

### Driver Quick Procedure Guide

*Stay calm. Stay professional. Follow company procedure.*

#### Immediate Actions

1. Stop immediately
2. Secure the vehicle
3. Check for injuries
4. Call 911 if needed
5. Notify dispatch

#### Driver Responsibilities

6. Stay at the scene
7. Protect passengers
8. Do not admit fault
9. Exchange required information

#### Document the Incident:

- Date, location & other vehicle plate
- Names & witness info
- Police, Fire, and EMS details
- Take photos of:
  - Vehicle damage 
  - Other driver's license
  - License plate & registration
  - Insurance card



*Get names, badge numbers, and report details from police, fire, and EMT responders.*

#### Important Reminders

- Stay calm and professional
- Follow dispatch instructions
- Get info from police, fire, and EMS
- Take photos of damage, license, plate & insurance
- Complete all company reports

*Keep this guide in your vehicle for quick reference.*