

Post Collision Check List for Drivers

1. Turn off engine and on 4-way flashers, set out flares or reflectors.
2. Remain at the scene and check for immediate danger, such as fuel spills, hazmat, fires etc. Ensure your personal safety and safety of others.
3. Ensure that seriously injured parties are cared for. If necessary, call an ambulance.
4. Notify the police immediately by calling 911 and advise of damages and injuries.
5. Collect as much information from the scene of the incident. Be prepared to provide a contact phone number, the location of the incident, a brief description of the incident, any spills and related damages to all vehicles and cargo.
6. Notify your employer, call dispatch with the details.
7. **Ensure that vehicles are in a SAFE POSITION**
 - (i) **Do not move a vehicle** after an accident until police arrive **UNLESS** the position of the vehicle makes another accident likely, even with triangles and flares. Use good judgment in move
 - (ii) UNLESS NEEDED FOR SAFETY REASONS, DO NOT MOVE UNTIL COORDINATED WITH RECONSTRUCTION EXPERT
8. **IF MOVE VEHICLES BEFORE POLICE ARRIVE**
 - (i) Photograph vehicles with reference to locations **before** they are moved (show vehicles and reference objects so can reconstruct location later)
 - (ii) Try to mark location of vehicle before it's moved
 - (iii) Try to chart location before move
 - on diagram
 - relation to landmarks/sides of road
 - distances to objects (paces, etc.)
9. Have witness cards filled out by anyone who saw the accident.
10. Take pictures of the scene, if possible. Do not take photographs of the victims and injured parties under any circumstances.
11. Do not discuss the accident with anybody except the police, company or insurance representative.
12. **DONOT ADMIT FAULT or Liability to anyone. You are not required to give a statement to the police but do cooperate with them and provide them with the documents they require.**

13. Complete the as much possible information of the accident report at the scene of the accident.
14. Submit this report to your safety Personnel as soon as possible. This report is for internal use only and do not distribute or copy this report to others.
15. When you have been cleared to leave, be sure you are both physically and mentally prepared to continue.

Collision Scene Photography

(j) Photographs

1. Vehicle positions and damage
2. Road marks (skids, scrapes)
3. License plate of witnesses
4. Area—intersection, road, lights....

Photo Checklist

1. Point of impact (close)
2. Point of impact (full vehicles)
3. Driver side
4. Front
5. Passenger side
6. Rear
7. Claimant license plate (close)
8. Witnesses—(license plates if driving)
9. Road—toward claimant direction
10. Road—from our direction
11. intersection (intersection accident)
12. Road marks—Claimant
13. Road marks—ours
14. Fluids and debris from vehicles (intersection/lane issues)
15. Traffic control signs (intersection/turn issues)
16. Last speed sign in each direction—(speed/turn issue)
17. Back of speed signs—(speed/turn issue)
18. Lack of vehicle damage (i.e. intact light lenses,...)—(low impact)
19. Lane markings and signs (lane/turn cases)
20. Construction signage (construction zone accident)
21. Truck illumination/retroreflective tape (night accident)