

## DRIVER CONDUCT AT ACCIDENT SCENE

The driver has two essential responsibilities at the scene of an accident:

1. The driver must take care of all injured persons, gather all available and relevant information about the accident, and transmit this information to the Safety Department of the Company, as quickly as possible using canned accident message.
2. The driver must be unfailingly courteous to those involved in the accident, the police and other authorities at the scene, to witnesses and bystanders with whom he or she may come into contact.

When a truck is involved in an accident, the driver and the Company almost invariably have two strikes against them, regardless of who was at fault. The driver must protect himself or herself and the Company by getting all of the pertinent information and reporting it accurately, and by doing nothing that will arouse additional antagonism.

These rules of conduct and instructions are aimed at helping the driver to make a proper report and avoid further trouble for himself or herself and the Company.

Every driver should familiarize himself or herself with what to do in a case of an accident, BEFORE being involved in one. Here are some more specific instructions about driver conduct at the scene of an accident:

1. **STOP** - Failure to stop at the scene of an accident is a criminal offense that will not only subject you to the penalty of the law, but will in addition lead to disciplinary action by the Company.
2. **PROTECT THE SCENE** - Turn on 4-way flashers. Lose no time in setting out your red emergency reflectors in accord with DOT regulations (one warning device 100 feet in each direction from the scene and one near the scene. Set the reflectors farther out, but not over 500 feet away from the scene, if the accident occurs near a curve or hill crest.
3. **ASSIST ANY INJURED PERSON** – Assist each injured person, but DO NOT move anyone unless absolutely necessary to prevent further injury (from fire, for example). Keep each injured person as warm and quiet as possible while waiting for the arrival of an ambulance, doctor or other competent person to further assist the injured with removal and treatment.
4. **NOTIFY THE POLICE** - If you cannot get to emergency responders and a telephone is not immediately available to you, use your CB to pass the word along or seek assistance from others in the vicinity. Unless necessary to obtain help for injured persons, **DO NOT LEAVE EQUIPMENT AND CARGO UNGUARDED!**

5. **VICTIM OF A HIT & RUN** - If the other party leaves or refuses to remain at the scene or to give identifying information, immediately notify the police of the accident and provide all the available information about the accident and the other party involved. Making a police report will help to protect both driver and the Company should the other party try to make claim later. Also, call the Safety Department.
6. **SAFETY PROCEDURES FOR ACCIDENTS** – Call in to the Safety Department immediately! If after hours, call Night Dispatch immediately!
  - a. For minor property damage accidents that do not involve another person or the possibility of bodily injury to anyone, immediately report it to the Safety Department. TAKE PICTURES of damage to truck and property, even roadside grass, curbing, etc. (What looks harmless can turn into a very costly claim.)
  - b. For all collision accidents involving another vehicle, pedestrian, or otherwise involving the possibility of bodily injury, TAKE PICTURES of damage to truck, the other vehicles and damaged property, even roadside grass, curbing, etc. Call police and the Safety Department. Record names, phones numbers, and addresses of persons involved and witness. EVERYTHING!!
  - c. For all cases of trailer damage, whether you witnessed it or not, fill out the Trailer Damage Report (Canned Message #62), email or call in to the Safety Department. TAKE PICTURES of damage and include one showing the Number of the Trailer and report the occurrence to the Safety Department.
  - d. If you should strike a deer or any other animal deemed as wild take pictures of any damage that occurred and the animal, if possible. Collisions with livestock or any domesticated animal should be treated as property damage.
7. When reporting an accident by telephone or otherwise, be specific as to location, time, extent of injury and/or damage, condition of cargo and how you can be reached. When reporting an accident to the Company, be sure that you are talking to someone in a position to act on your report; and for future reference, make a note of the name of the person to whom you make the report.
8. Be polite at the accident scene. Give your name, the Company name and offer to show your CDL. Do not discuss the accident with anyone except the police and representatives of the Company or where others might overhear the conversation with the police. Any statements you make may be used against you later, so do not offer theories, etc. Regardless of the circumstances, do not admit any responsibility, even if you think that you are at fault.

9. **TAKE PICTURES** - Do not move or allow your vehicle to be moved, until all photos have been taken, and someone has witnessed the position of vehicles, skid marks, lights, road signs, weather and road conditions, etc.

When you are in the process of obtaining the above information, remember that you may be the only representative of the Company on the scene of the accident. Therefore, it is essential that you gather all of the pertinent information to aid the Company and its insurer in determining the preventability of the accident.

If you are taken to a hospital for treatment, make sure that someone notifies the Company immediately about the accident and where you have been taken.

Any accident is automatically charged against you as preventable if you fail to provide the Company with a complete accident report and photographs.