

Tips If You Are Involved In An Incident or Accident:

1. Pull over immediately, turn the engine off, check for personal injuries and request an ambulance if needed. Do not leave the scene.
2. If fire or smoke is present, evacuate vehicle occupants to a safe location. If stalled on a railroad track, evacuate occupants to a safe location away and at a right angle from the tracks.
3. If fire, smoke, or spilled fuel is present, request assistance from the fire department. Do not leave the scene; ask a bystander to call the fire department. If possible, use a spill kit to absorb the spill.
4. Turn on your hazard lights and set any emergency warning devices to prevent further injury or damage. Secure your vehicle and its contents from theft.
5. Secure assistance of the police whenever possible. Record names, badge numbers, and report numbers.
6. Record names, addresses and phone numbers of all witnesses, injured and driver(s) and their passengers. Record vehicle license numbers.
7. Provide statements to the proper authorities. Sign only official police reports. Do not make comments regarding the operating condition of your vehicle and do not admit fault.
8. Report the incident to your supervisor IMMEDIATELY as well as OH&S, Fleet Management or the Campus Operations Call Center after first aid has been given, authorities have been notified, the scene has been protected, and you are able to do so. 686-5536 for OH&S, 686-5475 for Fleet Management, or 526-0000 for the Campus Operations Call Center.
9. Complete the incident report at the scene as thoroughly as possible. Exchange insurance information only with other involved driver(s). All paper work should be filled out at the scene.
10. If you strike an unattended vehicle and cannot locate the owner, leave a note with your name and the company's address and phone number, get the vehicle description, VIN number and license plate number.
11. Take photographs of any damage to vehicles or property.