



## Accident Protocol Checklist



- Is the driver calm? Help them calm down
- Is driver or other party injured?
- Have police been contacted?
- Can the vehicles be moved to the side of the road?
- Remind driver to not discuss accident with anyone except Police
  - Do not admit fault or place blame
- Has Insurance and contact information been exchanged with other party?
  - Get as much information as possible
- Pictures taken?
  - 30 as a target
  - Get several angles; pictures from a distance
  - Both vehicles
  - Surrounding Area, Traffic Patterns, Intersections
    - Anything that will aid us in seeing the accident area
- Don't leave the accident scene until:
  - Driver gets police approval
  - Where a copy of the Police Report can be obtained
  - Get the Police Report Docket Number
- Driver Completes the Accident Report asap after the accident
  - As detailed as possible
  - Include witness statements
- Driver completes an email detailing the accident
- Driver sends Accident Report and Detailed Accident Email to OMT
  - Email Detail of Accident to Clark LaGanke – [claganke@doitoutdoors.com](mailto:claganke@doitoutdoors.com)
  - Scan Accident Report to Clark LaGanke
  - OR Fax Accident Report to York office – 717-852-9199
- If injuries occurred or one/ both vehicles were towed:
  - Driver will be sent for a Drug Test ASAP