



# ACCIDENTS & INJURIES – AT THE SCENE

As a professional driver, you are expected to perform your job in the safest manner possible. However, despite everyone's best efforts, accidents and injuries do happen for a variety of reasons. When these unfortunate events occur, knowing what to do and what not to do to prevent further injury, liability and future problems is crucial. Reviewing the steps below will assist you in knowing what to do when an accident or injury does happen.

## ON-THE-JOB INJURIES

- Call and report an injury **IMMEDIATELY**, even if it appears to be minor. An unreported injury may result in loss of worker's compensation benefits. Prompt reporting also allows the earliest opportunity to receive medical treatment, which helps decrease the risk of further injury and speeds the healing process.



## ACCIDENTS

### STEP ONE - SECURE THE SCENE

- Remain calm! It is critical to stay in control of the situation.
- Shut down the engine. Turn on emergency flashers.
- Set out warning devices. The DOT requires that triangles or warning flares be placed within 10 minutes.

### STEP TWO – NOTIFY AUTHORITIES

- Call the authorities and emergency personnel, if needed.
- **Contact your company & follow their instructions.**
- **Call your insurance company.**
- Be polite and courteous. **Do not admit fault or apologize!**

### STEP THREE – DOCUMENT THE ACCIDENT

- Date, time, exact location & names of all involved.
- Name and badge number of officer(s) at the scene.
- Make, model, license number, insurance company, owner's name and address for every vehicle involved.
- Names of injured persons & extent of injuries
- Descriptions & estimates of damage to all vehicles.
- Road and weather conditions.

### \*\* PHOTOGRAPH THE SCENE \*\*

- Always use flash to fill shadows. Take photos that include:
- All sides of all vehicles involved with close-ups of damage.
  - Close-ups of license plates
  - Wide shots of the accident scene from various angles of the overall scene (making notes to explain if necessary)
  - Show where vehicles come to rest and in what position.
  - Skid marks of all vehicles involved.
  - Debris & loose parts that may indicate where collision occurred.
  - Viewpoints of witnesses.
  - Traffic signs such as speed or yield signs.
  - Weather conditions.
  - Person involved walking or standing at the scene to show their apparent physical condition.
  - **NEVER** take photos of the seriously injured or fatal victims



## REFERRAL BONUS PROGRAM

For any new driver hired that mentions your name as a referral on their application, DCM will pay you \$.01 per mile for all miles the new driver is paid for one year!



**Thank you for all the hard work you do!!!**

I have read and understand the above information regarding "Accidents & Injuries – At the Scene".

Signature \_\_\_\_\_

Date \_\_\_\_\_



*David Lair*

is the lucky winner of the gift certificate this month for turning in his signed newsletter.