

FLEET ACCIDENT CHECKLIST

Remain calm

The most important thing you can do is remain calm. This helps to ensure that you will think and act clearly.

Check for injuries

Check yourself, your passengers, and the other motorists for injuries and help them as much as you can.

Find a safe location

If it is safe to exit the vehicle, move yourself, your passengers and others involved to a safe location away from the vehicles.

Call 911

Call 911 and tell them if you or the others involved in the accident require medical assistance.

Collect information

Collect the other driver's name, street address, phone number, driver's license number, license plate, and insurance info.

Report the accident to your employer

Notify your employer immediately. Tell them what happened, where it happened, and how many people were involved.

Gather evidence

Take pictures of the scene, gather witness contact info, record as many details as possible on your phone's note app.

Seek treatment

Seek medical treatment even if you don't feel injured. Your adrenaline may prevent your body from feeling your injury.