

# Accident procedures

## If you're involved in an accident while driving a company vehicle:

**Remain calm and courteous.**

**Take immediate action to prevent further damage or injury.**

- If possible, pull onto the shoulder or side of the road.
- Activate hazard lights and, if possible, place warning signals where they are easily visible to oncoming traffic.
- Assist any injured persons, but do not move them unless they are in danger of further injury.
- Don't stand in front of or between vehicles.

**Call the police.**

- If someone is injured, request medical assistance.
- If fire is involved, request assistance from the fire department.
- Provide the location of the accident to emergency responders.
- If a phone is not available, ask a passing motorist to call or get help.

**Do not leave vehicles unattended except in an extreme emergency.**

**Exchange information with the other parties involved. Information should include:**

- Name, address and phone number
- Vehicle license number
- Make, model and type of vehicle
- Name of insurance company
- Insurance policy number

**Do not make any comments assuming responsibility or fault for the accident.**

**Get names, addresses and phone numbers of witnesses to the accident.**

**Take pictures of the vehicles involved, including close-ups and panoramic views.**

**Report the incident to your supervisor, or the appropriate person as designated by your company.**

**For more information, contact your Allied Insurance Loss Control representative.**

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