

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
 - 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