Vehicle Accidents

A fleet safety program should address what should be done in the event of an accident. The responsibility for reporting an accident rests with the vehicle operator. An accident investigation kit should be located in all vehicles (these are usually available from your insurance carrier). All vehicles should contain copies of the vehicle ownership, current insurance policy # and carrier, and CVOR #, if applicable. If an accident occurs the following should be done;

• Call the police, obtain the name, address and insurance information from the other driver involved, obtain the names and addresses, telephone number of any witnesses, the name and badge # of the police officer;

• If appropriate, draw a sketch of the accident and write a description of what happened.

• If a camera is available take pictures of the vehicles and accident scene, and

• Report the accident to your Supervisor at the earliest opportunity.

Accident Review

A review of all accidents is a critical procedure in a fleet safety program to try and eliminate future similar incidents. Vehicle accidents should be reviewed by a departmental manager, fleet safety board, or fleet safety officer to determine whether the accident was preventable. Accidents can only be reduced through an investigation to correct them. Accident reviews should be viewed as constructive and not a witch hunt. It is vitally important to ensure that drivers/operators learn from their driving errors so they are not repeated.

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