

# ACCIDENT CHECKLIST

- 1- Help Injured people, call 911 if needed, call Spady Managers Immediately
- 2- Secure the scene, set out triangles or flares.
- 3- Take pictures, pictures, pictures. All 4 corners, skid marks, debris field, any damage especially other vehicles. Plate numbers of potential witnesses.
- 4- Get information of all involved, even passengers. Names, contact numbers, Driver licenses etc.
- 5- Get plate numbers, Insurance company name and policy number. Take pictures of information, its easier.
- 6- Look for witnesses, get names and numbers.
- 7- Do not discuss the details of the accident with anyone except the Police. Get report number or a business card from the Police.
- 8- Do not leave the scene unless instructed to do so by Spady Management.
- 9- Do not admit guilt or say you are sorry.
- 10- Write down a statement before you leave. (Include; date, time, location, weather, road conditions, direction travelling, lanes used, description of what happened.)

## POST ACCIDENT DRUG AND ALCOHOL TESTING GUIDE

- 1- Car is towed from the scene, **and** you get a ticket, you must get a drug and alcohol test
- 2- A person involved needs medical attention away from the scene, **and** you get a ticket, you must get a drug and alcohol test.
- 3- A person involved is killed because of the accident, you must get a drug and alcohol test.

For Post Accident testing call 1-800-463-4310 (option #1) have your location, drivers license, company name ready.

Safety Emergency: 236-788-3216 (Don)

Darral Spady: 604-512-2813