



Vehicle Accident Procedures

Emergency Numbers:
[Home Office]
Police

Passengers:

If you are in an accident while transporting passengers:

1. Ensure that everyone in your care is safe and not injured
2. Your primary responsibility is for safety and security of passengers
3. They should remain buckled in seat belts unless, in your judgment or the judgment of a police officer or emergency personnel, they are in danger and should be moved
4. Never leave youth alone under any circumstances
5. Assess the situation. Is the vehicle in a dangerous spot?
6. If you are in traffic, pull well off the road onto grass or a parking lot
7. Place reflectors and/or flares in front and behind the vehicle to warn traffic

Notification:

Notify the police. Notify the [Home Office] immediately and inform them you were in an accident and the status of the situation. Provide the [Home Office] with information such as if there were any injuries, names of the injured and/or those uninjured, if you need other transportation for any passengers, where exactly the accident happened, and what can be done to assist.

Reporting:

Provide other party in any accident or the police with the vehicle, contact and insurance information located in the vehicle. Obtain this information from other parties involved and a report or accident registration number from the police. Take pictures of the accident scene with the disposable camera supplied in the vehicle. File this information and a completed accident report form with your supervisor immediately.