

# Accident Reporting

- [Incident Report](#)

# Incident Report

1. Incident/accident takes place
2. Contact Police
3. Take pictures of the client drivers license
4. Take picture of license plate
5. Take pictures of the vehicle/property from all angles
6. Contact Fleet Manager and Team Lead to notify an incident
7. Get Police report
8. Send pictures and videos the the Fleet Manager/Team Lead
9. Informing the team of citation/ticket if provided
10. Fill out the incident report form
11. Turn in at the end of day to fleet manager
12. Review the incident report, check the pictures and videos provided
13. Print out pictures and attach them to the report
14. Provide the incident report to HR
15. Notify HR department if additional safety/training is needed
16. Schedule driver to take a safety refresher course
17. HR will contact driver in regards of well being and establish if medical treatment is needed or refusal to seek medical form signed