**Handling an Accident Scene**

**Stop** – Failure to stop is a serious violation. Leaving the scene is a disqualifying offense and can cost you your license. Do not move the vehicle until police arrive unless it is too dangerous to leave it where it is.

**Remain Calm** – Be alert, professional and courteous with all involved. Do not talk to anyone unless you can identify who they are. If someone in street clothes tells you they are an officer, politely ask for identification.

**Determine** – Check for injuries in all vehicles. Do not attempt to administer CPR unless you are trained to do so.

**Notify Authorities** – Call 911 or have someone call for you. Request help for injured.

**Protect the Scene** – Turn on 4-way flashers and set triangles

**Call the Office Or On Call Person** **Immediately** – **618-343-1752**

**Get Information** – Get names, addresses, phone numbers of everyone involved and on the coach. Only talk to company or police. Be very careful what you say to police. Give as little information as possible and state only facts. Don’t volunteer any unnecessary information. It could be used against you later.

How you phrase a statement is very important. The following type of statement could be used against you in a court room: “The car ran the stop sign and I hit him”. A better statement is: “The car ran the stop sign and I could not avoid the collision”. The first statement could be twisted by a good lawyer to look like you intentionally hit the car to teach him a lesson for running the stop sign.

**Other Driver** - Get name, address, license, vehicle plate number and insurance card. If they admit fault, ask if they will give you a written statement.

**Witnesses** – Get name and number for any witnesses. There should be a form in the accident pack.

**Photos** – Take photos from different angles of the scene. Include skid marks, vehicle positions, signs, drivers license and damage. DO NOT TAKE PHOTOS OF INJURED PERSONS. If you are using your phone, send the images to the office as soon as possible. Even if you have a minor incident such as striking a stationary object, take photos so we will know what to expect for repairs to the bus and /or property.

**Media** – If the media comes to the scene, do not talk to them. They can twist your statement or video cut a statement into what they want it to be. Your best response to any media person is that they will need to speak to an authorized company representative. DO **NOT** TELL THEM **“MY** **COMPANY SAID I CAN’T TALK TO YOU”.** This gives the appearance we are hiding something.

**Passengers** – Request any uninjured passengers stay on the bus unless it is more dangerous than them being off the bus. In extreme cases (bus is disabled, etc.) we will find another bus to move passengers to a safe location. Try to assist with luggage and belongings if possible.

**Drivecam** – If the bus is going to be towed, CUT the drivecam power cord to keep the camera from triggering and losing data. If possible, remove the camera from the bus.

**Social Media** – EVERYONE has camera phones now. EVERYONE wants to be a reporter. EVERY KID is going to call their parents as soon as it happens. You will most likely be on Facebook in 5 minutes. Be careful of your actions. Everything will be recorded. Guaranteed!

**Driver Accident Report** – Complete at the scene. Give this information to police or the company only. Get the officers information as well. If you are released by an officer after a more minor accident, find out if the other vehicle will be towed or if anyone is going to the doctor or hospital. You may be required to go immediately for a post-accident drug and alcohol screen if any of these happen. Failure to do so will result in heavy fines for the company.

I have read and understand the accident procedures for Vandalia Bus Lines.

Driver Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_