

ACCIDENT INVESTIGATION INFORMATION

1. Objective
2. What the driver should know about accidents, and what to do at scene
3. Your initial contact about the accident
4. School bus drivers emergency card
5. Telephone checklist (what, where, when, injured, people notified)
6. Tools for the investigation
7. Arrival at the scene
8. At the accident scene
9. Accident checklist as an aid to getting basic data
10. Moving the vehicles, people, cargo
11. Suggestions for getting statements
12. Statement of other driver
13. Statements, names of passengers in other vehicle
14. Statements of any witnesses that saw the accident
15. Statements, names of all passengers in your vehicle
16. Statement of your driver is last (be present when statement is given to police)
17. Names, badge numbers, location of police agency
18. Types of camera, film to use
19. What to photograph
20. Identifying photographs
21. Accident diagram
22. What should be measured
23. How to make measurements
24. Triangulation (two fixed points)
25. Measuring skid marks
26. Recording data
27. Mechanical condition of vehicle (s)
28. Clearing the scene

Investigation Follow Up

1. Interview your driver
2. Physical and mental condition of your driver
3. Actions and pattern for driver leading up to the accident
4. Check on all injured people for update
5. Give update to boss
6. Complete all paper work
7. Get copy of police report
8. Make out accident file
9. Send copy of report to your insurance company
10. Mail out billing for payments
11. Road test driver within 24 hours
12. Give drinking test within 8 hours
13. Give drug test within 30 hours
14. Provide needed retraining
15. Discipline driver if indicated