



HANDLING A MOTOR VEHICLE ACCIDENT

These procedures should be provided to all site office personnel, transportation employees and district office contacts:

1. The physical welfare and ongoing safety of the students and driver is the number one priority. A call for emergency assistance is the second priority.
2. Any vehicle accident should be reported promptly to the Transportation Department who in turn, should report the accident immediately to emergency services, the District Office and CHP if applicable. Note: An Insurance Identification Card should be located in the glove box which contains the proof of insurance information.
3. Once the emergency calls are completed, CRSIG and Knak & Company should be contacted next. In the case of serious injury or death, this notification should never be delayed. The contact information is listed below.
4. A district administrator should be deployed to the site if at all possible if injuries have occurred.
5. At the first opportunity the vehicle driver should complete the List of Injured Parties and List of Witnesses on the orange card located in the glove box. This card also has room for the driver to complete a diagram of what happened. In addition, the driver should complete a sketch that identifies the seating position for all riders in the vehicle.
6. If the loss requires it, an outside adjuster may be utilized, who will contact the District Office after assignment of the case.

PLEASE SUBMIT THE FOLLOWING ITEMS:

- Online Incident Report through Origami
- List of Injured Parties, Witnesses and Diagram

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