

Vehicle Accident/Collision

POLICY

It is the policy of the Gulf Coast Center to maintain emergency and reporting procedures in the event of a vehicle accident, which are made available and communicated to all staff and vehicle operators.

PROCEDURE

1 Evaluating Accident

- a. The first thing to do after an accident is to find out if any passengers have been injured; secure the vehicle immediately to protect passengers.
- b. Call for assistance (EMS, Police, etc.)
- c. **STAY CALM**
- d. Turn to passengers and ask if everyone is all right, look to see if there are any unconscious or seriously injured — look for bleeding, broken limbs, vomiting, poor breathing (**Administer First Aid**).
- e. Look for signs, such as disorientation, confusion, or inability to respond to questions. These could indicate serious head injury.
- f. After you have determined that there are no serious injuries and emergency ambulance and first aid is not required,

The local Police, Sheriff, or Department of Public Safety officer must be called to investigate the scene of the accident.

- g. Contact the Gulf Coast Center/Fleet Manager at pager 409/942-0706 or 281/765-0497.

2. Post Accident

Once you have responded to the accident by following the procedures described above it will be necessary to obtain information and perform other actions to protect passengers and staff.

The most important of these activities is to document what happened.

- a. Remove the Texas Risk Council Fund Insurance information packet, either in the glove box or above the vehicle visor.
- b. Insurance Form must be completed. Answer All Questions.
- c. Obtain names, addresses, and phone numbers of passengers in your vehicle.
- d. Get the license plate number first, then obtain names of driver and passengers in other vehicle.
- e. Get the names of the investigating police officer and his or her agency (county, city, also badge number and a case number if available).
- f. If an ambulance was called, write down which hospital it went to.
- g. Note the time and specific location of the accident.

3. **Do not talk to anyone about the accident except the appropriate authorities.**

- a. Do not blame others or take the blame for the accident.
- b. Avoid discussing details with anyone except Gulf Coast Center officials, Police, or EMS.
- c. **Don't volunteer any information to anyone!!!**
- d. Don't make any statements to the press or bystanders, refer their questions to the Gulf Coast Center's Public Relations Director or the Director of Transportation.
- e. If contacted by an attorney or any other individual about the accident, refer them to the Gulf Coast Center's Transportation Director.

Complete and turn in an Incident Report to the Connect Transit General Manager within 24 hours.

The Fleet Manager or General Manager will respond and investigate accident scene.

Source: Operator Safety Manual, Connect Transportation, Gulf Coast Center