

This **BEST PRACTICE** is designed to assist employers in their actions during a motor vehicle incident. A series of events are put into motion when a crash or near-miss occurs on the roadway—an extension of the workplace.



A proper incident report:

- **Establishes facts.** What happened and what caused the crash?
- **Documents the incident.** This helps to refresh and recall the episode quickly, preserves evidence, supplies information to be used in an investigation, and shows you documented the incident.
- **Ensures compliance** with policies and regulations.
- **Supports the timely return to normal** operations for your driver.
- **Is a valuable tool** in identifying habits. An incident is sometimes not an isolated event, and compiling your reports can uncover safety issues that need to be addressed.

Complete and accurate incident reports are essential in safety management.

A good incident report should include the following:

- What happened
- Date and time of crash
- Location of crash
- How it happened. Were any of the following involved?
 - Driver distraction
 - Fatigue
 - Impairment—alcohol, drugs, over-the-counter or prescription medications
 - Vehicle malfunction



WHAT to INCLUDE

ON AN INCIDENT REPORT

NAMES

- ☒ Names of all people involved and their role. Include drivers, passengers, and pedestrians who are directly involved.
- ☒ Driver's license and license plate numbers
- ☒ Insurance company, policy #, and telephone number
- ☒ Witnesses and their contact information, including any passengers

VEHICLES

- ☒ Number of vehicles
- ☒ Vehicle types, including make and model
- ☒ Registration and license plate numbers

DAMAGE

- ☒ Describe all damage to vehicle(s) or property

INJURIES

- ☒ Were there any injuries?
- ☒ Name(s) of injured person(s) with phone number(s)
- ☒ Was anyone transported to hospital? Who, and which hospital?

CONDITIONS

- ☒ Weather conditions (clear, raining, snowing, fog, other)
- ☒ Road conditions (dry, wet, snowy, icy, other)
- ☒ Light conditions (daylight, dawn or dusk, darkness, road lights or none)

DETAILS

- ☒ Diagram of the scene: Make a sketch and include measurements
- ☒ If camera is available, photograph damage to all vehicles; include any photos that reveal the overall situation of the crash, road conditions, intersections, traffic signs or lights
- ☒ Towing company, if vehicle was towed

REPORTING

- ☒ Police department contact information and any arrests or citations issued
- ☒ Where can you obtain a copy of the police report?



Write down as much factual information as possible—and make sure your **handwriting is legible!**

Share the information with everyone at your organization who needs to know it.

Create an **incident report template** to make reporting easier and to keep your data consistent.

Make sure your drivers have the tools to **properly deal with a crash**—company insurance information, valid vehicle registration, medical alerts dealing with health conditions if applicable, emergency kit.

Guide your drivers through their responsibility after a crash.

When in doubt, fill it out!

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