



## Accident Policy

### **Immediately After the Accident**

Stay calm and immediately check if any parties are injured and require assistance.

If so, call 911.

Notify dispatch as soon as possible.

### **Prepare for a Proper Accident Report (On Scene)**

Take the following pictures (use the LBC Driver App if available)

- All vehicles involved - four sides of all vehicles.
- Any property damage.
- Other parties drivers license and insurance, if provided.

Police report or case #; if no report has been filed; file a police report

Take notes to help you write a full statement on what occurred once the initial accident scene is resolved.

- Location
  - Direction of travel
  - Speed of travel
  - Who was involved
  - Witnesses
- Police report or case #

### **Drug Testing (After the Accident)**

Ask the company if you need to complete a drug test. If a drug test is required, take it immediately after you leave the scene. Make sure to complete the alcohol test if required as well.

### **Write Your Accident Report (After the Accident)**

When writing an accident report, include all available details surrounding the accident. This should include at a minimum the following:

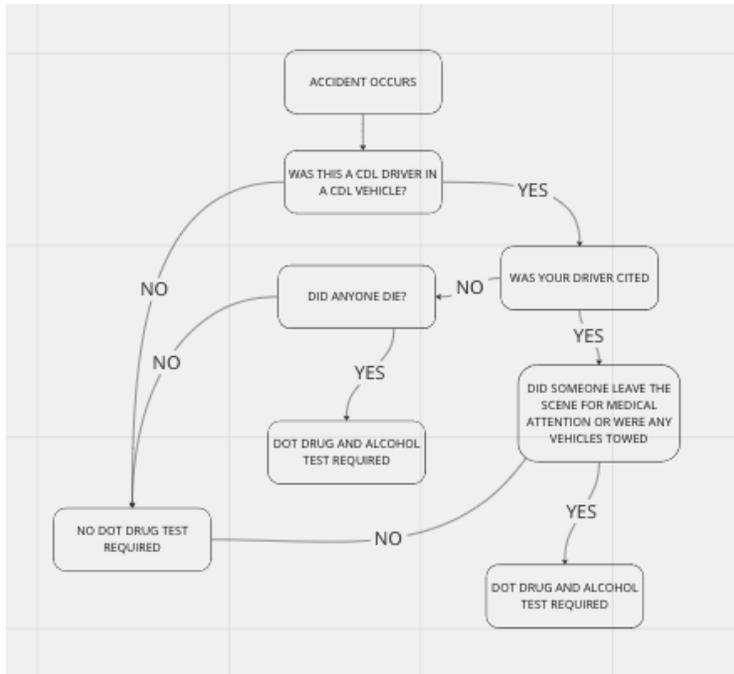
- Location of Accident
- Vehicle being operated
- make /Model/License plate of any other vehicles involved
- Weather
- Direction of travel
- Speed of travel
- Lane of travel
- Who was involved
- Witnesses
- Police report or case #

Do not include determination of any fault or opinion; only report the facts.



### Company Checklist

- Verify if any injuries occurred and if Police or EMS have been contacted.
- Determine if a drug test is required. This chart shows the requirements for FMCSA Regulated Testing. Your company policy may require additional testing.



- File Workman's Comp first report of an incident\*  
<https://www.dol.gov/sites/dolgov/files/owcp/dlhwc/ls-202.pdf>
- Send LBC the Accident File ([Support@lbcfleet.com](mailto:Support@lbcfleet.com))

- Pictures from the scene
- Police Report
- Driver Statement
- Reservation Manifest for last 8 days (Including today)
- Last 8 days Hours of Service Records (Including today)
- Last safety inspection on the vehicle
- Witness Statements\*
- Drug Test Results\*
- Alcohol Test Results\*
- Video or GPS data\*

***\*If applicable or available.***