ACCIDENT/INCIDENT PROCEDURES

Remember to stay calm and "Keep Your Cool" if you are in an accident. Report the accident immediately by calling 1-800-VAN-4-WORK (1-800-826-4-9675). Choose option 4 and follow these simple and important steps:

- Call the police and provide assistance to injured passengers and others.
- Cooperate with the police and obtain the police report number.
- Do not admit fault for the accident.
- Exchange information with other drivers involved in the accident such as name, address, telephone number, vehicle and license plate number, and insurance company name and policy number.
- Take notes about the accident. Take photographs of the accident scene and vehicle damage of all involved vehicles.

Record the following information as soon as possible:

- Date and time of accident
- Passenger names and phone numbers
- Other vehicles- make model, year, color, and license plate number
- Other driver’s name(s) and phone numbers
- Injured person’s name(s) and phone numbers
- Witness(es) names and phone numbers
- Police department and report number
- Weather conditions, road conditions, lighting
- Description and diagram of accident

Keep your cool!

Keep these items in your vehicle at all times:

- First aid kit
- Insurance card
- Valley Metro vanpool 5-Digit ID number (located on the back window)
- Enterprise unit number
- Vehicle identification number
- Van year, make, model