

ACCIDENT / INCIDENT REPORTING

Our policy on accident procedures is a reflection of our Great West policy and the safety of the general public. Whenever an accident occurs the following procedures must be followed.

- 1. Secure the scene.**
 - a. Don't move the vehicles.
 - b. Turn on the flashers.
 - c. Shut the vehicle off.
 - d. Protect the area with reflective triangles and/or flares.
 - e. Help those that are injured.
- 2. Call 911.**
 - a. Police
 - b. Medical assistance
- 3. Stay at the scene.**
 - a. Be polite.
 - b. Don't admit fault.
 - c. Don't apologize- can be construed as admission of guilt.
- 4. TAKE PICTURES!!**
 - a. Vehicles and Damage
 - b. Scene or layout of the roadway.
 - c. No pictures of gore or injuries.
- 5. Fill out Great West accident report.**
- 6. Fill out police report.**
- 7. Get other parties information.**
 - a. Names and addresses
 - b. Drivers licenses
 - c. Licenses and insurance information from other vehicles
- 8. Give other parties your information.**
 - a. Your name and address
 - b. TRX name and address
 - c. Drivers license
 - d. License and insurance information on vehicle
- 9. Call TRX.**
 - Office- M-F 8am-5pm
 - Chuck Yaggy 612-781-1111 EX: 1122
 - Michelle Bray 612-781-1111 EX: 1104
 - Cell- After Hours
 - Chuck 612-597-0036
 - Michelle 612-559-1111
 - Home- Emergency Only
 - Chuck 763-689-2713
 - Michelle 763-432-3664
- 10. Call Great West 1-800-228-8040**
- 11. Don't sign anything or make any statements except to the police.**
- 12. Understand the post accident testing requirements of the FMCSR 382.303.**