

**BALTIMORE YEARLY MEETING
VEHICLE AND DRIVER POLICY AND PROCEDURES
Approved by Trustees March 12, 2016 at
Interim Meeting held at Langley Hill Monthly Meeting**

Preface

This Vehicle and Driver Policy is composed of the following sections:

1. Introduction
2. Vehicle maintenance
3. Vehicle operation
4. Appendices

BYM Trustees are responsible for periodic review and revision of this policy with input from committees and staff most familiar with vehicles and their uses.

1. INTRODUCTION

Baltimore Yearly Meeting (BYM) seeks to provide a safe and secure environment for everyone who participates in its programs and activities. This "Vehicle and Driver Policy Procedures" document is intended to apply to all vehicle and driver practices used in service to any BYM programs.

1.1 Purpose of vehicles

- 1.1.1 BYM owns, leases, and operates a fleet of vehicles for the purpose of providing transportation related to BYM-approved activities and to assist BYM staff and approved volunteers in carrying out work-related activities as necessary. BYM shall set policies in accord with all applicable laws, regulations and insurance requirements.
- 1.1.2 BYM shall provide safe vehicles for its personnel (both paid and volunteer) to drive and to transport others. BYM personnel shall maintain and operate vehicles in accordance with BYM policy and procedures to ensure continued safety and insurance coverage. BYM shall establish staff assignments for each vehicle owned or leased by BYM (BYM Vehicles).
- 1.1.3. BYM vehicles may not be rented. BYM vehicles may not be loaned to individuals or organizations for purposes that are outside the purpose/mission of BYM. At the discretion of the Camp Property Manager, vehicles may be used to support activities such as those of Monthly Meetings, Friends Schools, and other Quaker activities that are broader than those directly organized by BYM as long as the vehicle is operated by a BYM-approved driver.
- 1.1.4. The Camp Property Manager may assign vehicles that are temporarily out of use to trusted individuals for storage and periodic use to help keep them in running order. The individuals entrusted to provide care for the vehicles shall be BYM-approved operators who shall agree to run the vehicles for approximately 0.5 to 3 hours per month. To lessen crowding in the parking lot at the BYM office, the Camp Property Manager may choose to store vehicles in alternative locations.

1.1.5 Any vehicles having no anticipated BYM activity assignment in the next 12 months will be sold or discarded at the discretion of the Camp Property Manager.

1.2 Vehicle Procurement, Ownership, and Responsibilities

1.2.1 As with all other assets, the vehicles are owned by BYM and are under the care of the Trustees.

1.2.2 BYM Trustees are responsible for periodically updating this Policy in consultation with the General Secretary, The Camp Property Management Committee, the Camp Property Manager, the Camping Program Committee, the Camping Program Manager, and others as appropriate. By default, Trustees will review the policy every three years.

1.2.3. The Camp Property Management Committee and the Camp Property Manager are responsible for purchasing, selling, equipping, and performing periodic inspections with a BYM checklist, and maintaining vehicles used by BYM.

1.2.4. BYM staff members are responsible for recruiting and training BYM drivers in the safe use of the vehicles that they are authorized to operate. For example, the Camping Program and Camp Property Managers are responsible for vehicle use related to BYM Camps; the Youth Program Manager is responsible for vehicle use related to Youth Programs; and the General Secretary or designated full-time staff member is responsible for vehicle use related to Annual Session and Interim Meetings.

1.2.5. All BYM vehicles shall be registered, inspected, licensed and insured as required by applicable laws rules and regulations.

1.2.6 The Trustees are responsible for reviewing vehicle insurance requirements and maintaining policies in force. Trustees shall consult with the Camp Property Manager, Camping Program Manager, General Secretary and others as appropriate.

1.2.7 Records of registration and insurance shall be maintained at the BYM office. Registration and insurance documents shall be kept within each vehicle.

1.2.8 A staff member who uses a vehicle may make personal stops in the course of work, but may not use it for extended personal uses. The availability of a vehicle is for work-related activities and not a fringe benefit.

2. VEHICLE MAINTENANCE

Vehicles shall be properly maintained to ensure that they can safely fulfill their required uses.

2.1 In general, the maintenance of all vehicles is the responsibility of the Camp Property Manager. Camp Directors share the responsibility of vehicle maintenance while the vehicles are used for their camp activities.

2.2. Vehicle maintenance records shall be stored in the BYM office.

2.3 Critical vehicle maintenance shall be performed by a licensed and insured mechanic. Minor maintenance tasks can also be performed by the Camp Property Manager or a BYM employee/volunteer judged to be qualified by the Camp Property Manager.

- 2.4 The Camp Property Manager shall maintain a list of all BYM vehicles, incidents, insurance claims and other issues and provide this list to the General Secretary upon request. In the first month of each year, the General Secretary shall provide Trustees with a summary vehicle report on the previous year vehicle experiences. The report, shall contain a list of the vehicles, vehicle incidents, insurance claims, and any other issues requiring attention, including proposed modifications to the Vehicle and Driver Policy.
- 2.5 The Camp Property Manager shall prepare a vehicle inspection checklist for inclusion in each BYM vehicle. The Camp Managers or Directors shall train the approved drivers in the use of the checklists to ensure that inspections are performed within the necessary time intervals specific to each vehicle.
- 2.6 The Camp Property Manager shall ensure that each vehicle contains sufficient equipment for the safe operation of the vehicle. In addition to the inspection checklist, additional items may contain kits to assist in dealing with roadside repairs, accidents, or winter driving. Buses and other vehicles carrying flammable liquids (e.g., stove fuel) shall be equipped with a fire extinguisher which shall be inspected according to law.

3. APPROVAL of DRIVERS and VEHICLE OPERATION

All BYM drivers must keep safety as the top priority while driving at all times and in all circumstances.

- 3.1 The General Secretary, Camp Property Manager, Camping Program Manager and other BYM staff as assigned responsibilities require shall approve the appointment of employees and volunteers to operate BYM and personal vehicles used for BYM activities in accord with input from the insurance company. For clarity, the General Secretary is responsible for vetting and overseeing drivers at Annual Session and Interim Meetings, the Youth Programs Manager for drivers related to Youth Programs, the Camping Program Manager for camp drivers during training and while camp is in session. The Camp Property Manager will assign responsibilities and facilitate approval of all other drivers.
 - 3.1.1 BYM staff shall collect a necessary information for completed operator's application for each proposed operator (please see Appendix I). The purpose of the form is so that the person understands the requirements and responsibilities. The driver signs the form to certify that he or she understands the policy. Whenever possible, staff will submit the required information to the insurance company for review with sufficient lead time (at least two weeks) prior to the intended operation. After a review of the applicant's driving records, the insurance company will either add the applicant to the policy as an operator or exclude the applicant from coverage. The insurance company will notify the BYM staff member and the General Secretary of its decisions and provide a complete list from time to time. BYM staff may submit an applicant who was previously on the excluded list for re-evaluation after two calendar years. In the event that a driver is needed on short notice, BYM staff may pre-screen the

application internally by obtaining the driving record from the individual or from a motor vehicle office in states where this can be readily accomplished. BYM staff can then provisionally approve or disapprove the applicant based upon known and current qualifying criteria used by the insurance company and whether the applicant has ever been excluded from coverage by the insurance company. BYM staff shall not grant provisional approval to an individual previously named by BYM or by the insurance company as an excluded driver nor to an applicant under the age of 22. A provisional approval by BYM enables drivers to serve pending official approval by the insurance company upon receiving the completed application. All applications to drive a bus of more than 14 passengers must be processed through the insurance company and not given provisional approval by BYM staff. These procedures serve the dual purpose of allowing the insurance company to assist BYM staff in vetting drivers and enabling drivers to be named on the BYM insurance policy.

- 3.1.2. The General Secretary and/or BYM staff member approving an operator's application shall consult with the insurance company at least each January to obtain current qualification criteria and to obtain a list of approved and excluded drivers.
- 3.1.3 Although the criteria for authorization of vehicle operation may change over time, applicants who do not have the appropriate legal credentials for the assigned driving responsibility shall not be approved. For example, as of 5/1/2015, applicants must possess an active Commercial Driver's License (CDL) class B (or better) with a "passenger endorsement (P)" for approval to drive a bus used for BYM activities.
- 3.1.4 Additional criteria are subject to change by mutual agreement of BYM Trustees, BYM Staff, and the insurance agent. As of 5/1/2015, these criteria include the following:
 - all BYM drivers must be at least 21 years of age to drive for BYM unless specifically approved by Trustees, BYM Staff, and the insurance agent
 - BYM drivers under the age of 25 must not have been convicted of or have pled guilty to a moving violation or have caused an accident within the previous 3 years
 - BYM drivers must have a valid CDL of the correct class and preferably be at least 25 years of age to operate a full-size bus (greater than 14 passengers)
 - BYM drivers over the age of 70 shall obtain a completed Physician's Report of Driver Fitness from their physician (the e-form is provided by the insurance company to BYM staff)
 - Applicants who have had a major violation or multiple minor violations within the previous three years may be classified as ineligible for driving vehicles
 - BYM staff driving their own vehicles from one BYM site to perform work at another BYM site shall be considered commuting and not be subject to BYM driving policies.
- 3.1.5 Only BYM staff designated by the General Secretary may authorize BYM drivers. The BYM staff member authorizing operation of a BYM vehicle or a privately owned vehicle for use in BYM activities shall provide the approved operator with a summary

of the Vehicle Operation portion of this policy containing relevant details prior to operation of the vehicle. An example of a policy summary for camp and for Annual Session is in Appendix II. The BYM staff member shall review the policies orally with each approved operator at least once a year.

- 3.1.6 Authorized operators must report accidents, traffic violations, and other incidents involving BYM activities within eight hours to the Camp Property Manager or nearest responsible year-round BYM staff person regardless of fault. Because authorization to drive is based partially on driving records, authorized operators must also report accidents and moving violations within 24 hours to BYM even when the incident is unrelated to BYM activities or if involved in an accident in which the BYM driver was not at fault.
- 3.1.7 Either the General Secretary or the BYM staff member who approved the driver may revoke that driver's authorization to operate vehicles for BYM purposes.
- 3.1.8 Prior to transporting minors, operators must have passed a BYM background check.

- 3.2 Safe operation of vehicles is a priority of all BYM programs that use BYM or personal vehicles. Approved drivers shall comply with the following requirements and those specified in the Youth Safety Policy.
 - 3.2.1 Drivers shall be well-rested and alert. Drivers may refuse to drive in support of BYM programs when they feel that they are in any way impaired or otherwise unable to drive safely.
 - 3.2.2 Drivers shall strive to obey all driving-related laws and follow all BYM policies and procedures when operating motor vehicles.
 - 3.2.3 Drivers shall operate vehicles within the passenger and weight limits posted on the vehicle.
 - 3.2.4 Drivers shall carry passengers only in passenger compartments and not exceed the designated seating capacity of the vehicle.
 - 3.2.5 When operating the vehicle, drivers shall not consume alcohol or use stimulants within 12 hours before and while driving for BYM.
 - 3.2.6 Drivers shall not smoke, read, talk on a phone without a hands-free device, text, or engage in other distracting behaviors while driving for BYM.
 - 3.2.7 For buses and other vehicles that require Class B CDL, the use of cellular phones to make calls or send/receive text messages while driving is not permitted regardless of whether a hands-free device is available. If a call is required, the driver shall pull into a safe area to make the call.
 - 3.2.8 The use of hands-free cell phone devices in vehicles that require only a class C license will be permitted when: (1) communication is of a critical nature, (2) when no passengers are in the vehicle, (3) in regions where the use of hands-free devices is permitted by law (4) if the use is done in a safe manner, and (5) if circumstances allow hands free devices to be operated safely.
 - 3.2.9 Drivers shall disallow smoking in vehicles or transporting fireworks or explosives. Firearms and other weapons may not be carried in vehicles without the written approval of the General Secretary or the Camp Property Manager. Flammable liquids,

such as gasoline, may be transported in the back of pick-up trucks equipped with a fire extinguisher, and, if carried, shall be in safety containers designed to hold flammable liquids. Stove fuel must be carried in approved containers.

- 3.2.10 Drivers govern passenger behavior in vehicles that they are driving in support of BYM activities. Distracting behaviors are unsafe and should not be allowed to continue. If necessary, the vehicle shall be safely driven to the side of the road until the disruptive behaviors end.
- 3.2.11 Bus drivers shall acquaint riders with BYM guidelines for safe transportation. A sign summarizing these basic guidelines shall be posted inside each bus.
- 3.2.12 Prior to driving the vehicle, the driver shall inspect the vehicle for any condition that may potentially result in unsafe operations. For each vehicle, the Camp Property Manager shall provide a vehicle inspection checklist that specifies items to inspect and the frequency of such inspections. For example, engine oil and coolant levels may require daily inspection in some vehicles. Regular pre-trip inspections and records of these inspections are required for safe operation of the buses.
- 3.2.13 Drivers and passengers shall use seat belts as provided in the vehicle.
- 3.2.14 Providing rides to persons unaffiliated with BYM is prohibited unless in an emergency.
- 3.2.15 Each driver is responsible for paying fines, tickets, or citations related to unlawful operation and parking of vehicles. As specified above, drivers shall report moving violations to BYM staff.
- 3.2.16 Some BYM vehicles use gasoline while others use diesel as fuel. The Camp Property Manager shall post signs within each vehicle specifying the type of fuel to be used. BYM Staff members providing diesel-burning vehicles to seasonal or occasional BYM-approved drivers shall remind the driver of the fuel requirements.
- 3.2.17 Drivers may be supplied with credit cards to fuel vehicles at the discretion of the General Secretary. BYM-credit cards may only be used to fuel BYM-owned vehicles. Drivers without BYM credit cards shall submit receipts to the supervising BYM Staff member for reimbursement.

3.3 Use of Personal Vehicles

- 3.3.1 Upon authorization from a designated BYM staff member, a personal vehicle may be used for BYM business by the owner of the vehicle. Driving for “BYM business” is defined, in part, as driving at BYM activities and does not include personal transport or carpooling to BYM events. Thus, transporting passengers from one building to another at Annual Sessions meets the definition while transporting oneself and/or passengers to Annual Sessions does not meet the definition.
- 3.3.2 As in the case of driving BYM vehicles, all BYM policies governing driving and child/youth safety shall be followed when driving personal vehicles.
- 3.3.3 Drivers of personal vehicles for BYM use shall be governed by the same policies and procedures as drivers of vehicles owned by BYM. For example, those wishing to use their personal vehicles to transport others for BYM activities shall be pre-authorized

by BYM staff and shall practice safe operation as specified in the above sections. The personal vehicles must be registered, licensed, insured, and in good working order.

- 3.3.4 Drivers of personal vehicles shall demonstrate proof of insurance to the authorizing staff member.
- 3.3.5. At Annual Session, no transportation beyond the campus is authorized for BYM purposes except in case of a medical emergency unless the off-campus transportation is for an off-campus field trip or workshop or related to transporting to and from train, bus, or other transportation stations.
- 3.3.6 Minors, defined as those under 18, shall not be driven in personal cars on BYM business except in an emergency that occurs when BYM vehicles are not available. Except in an emergency, drivers transporting minors must be approved operators. In an emergency, the prevailing authority (e.g., Camp Director) shall be notified prior to transporting, if at all possible.

3.4 **Camp-specific vehicle use**

- 3.4.1 As specified in 3.2, vehicles are to be operated in a manner that emphasizes safety over expediency. Camps shall employ, as direct employees or contractors, a sufficient number of authorized drivers to conduct their business without risking operation by fatigued drivers. For residential camps, at least two CDL-B drivers are preferred and/or the use of contracted CDL Drivers.
- 3.4.2 Whenever possible, only camp vehicles shall be driven on camp business. Camp kitchen managers, cooks, and work-grantees may drive themselves in a personal vehicle with one other staff person over the age of 18 on a short shopping trip if the camp vehicles are not available provided that they have been approved by BYM to do so.
- 3.4.3 Camp staff, especially specialized staff such as rock-climbing instructors, may use their personal vehicles to transport themselves to a location outside of the camp boundaries to perform assigned tasks. Whenever possible, such camp staff shall obtain prior authorization by BYM staff. If authorization is not obtained, it shall be understood that the camp staff person is not currently on BYM business while commuting from one work location to another

3.5 **Emergency procedures**

- 3.5.1 In a medical emergency, a non-approved licensed person over the age of 21 is authorized by BYM to transport an individual in a properly registered, licensed, and insured vehicle to a doctor or hospital after discussion with camp director or other year-around BYM employee. To assist the individual needing medical attention, and for youth safety purposes, the driver shall include another adult or two minors whenever possible.

3.5.2 Upon resolution of the emergency, the driver shall report the details of the event to a camp director or other year-around BYM employee.

3.6 In case of a vehicle accident in a BYM vehicle

3.6.1 The Camp Property Manager shall place a brief procedural accident response checklist inside each vehicle. The following procedures may be summarized on the checklist.

3.6.2 Stop the vehicle in a safe place, check on the welfare of the occupants, and get help as needed.

3.6.3 In the event of injury or if it is unsafe or impossible to drive any of the vehicles involved, call the police.

3.6.4 Exchange information with the driver of any other involved vehicle including name, address, phone number, insurance company and policy number, driver's license number and license plate number.

3.6.5 Make a written description of each car including year, make, model, and color and the exact location of the collision and how it happened. If possible, take photographs of the damage to all vehicles and the surrounding area.

3.6.6 Refrain from assessing blame for the accident to other drivers or from accepting or admitting responsibility for the accident to anyone.

3.6.7 Call the Camp Property Manager or BYM staff member

3.6.8 Submit a written accident report to the Camp Property Manager or immediate supervisor.

Appendices:

Appendix I: AUTHORIZATION FOR MOTOR VEHICLE RECORD REVIEW

Appendix II: Abbreviated BYM Driving Policy: Information for Drivers

Appendix III: Instructions for what do to in the event of an accident.

Appendix I: AUTHORIZATION FOR MOTOR VEHICLE RECORD REVIEW

As a prospective driver for Baltimore Yearly Meeting (BYM), I understand a Motor Vehicle Record (MVR) will be ordered and reviewed to assess minimum eligibility to determine driving privileges.

As a driver for BYM, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I have a valid driver’s license for the type of vehicle to be operated and will keep the licenses(s) with me at all times while driving. I will comply with all applicable regulations and BYM policies.

I further understand that BYM will periodically review my MVR to determine continued eligibility to drive for BYM. In accordance with the Fair Credit Reporting Act, I have been informed that BYM will periodically order an updated MVR in order to review my driving record and reauthorize me to drive for BYM.

I understand that BYM may, at any time and at its sole discretion, revoke its authorization of my ability to drive BYM for BYM.

I acknowledge the receipt of the above disclosure and authorize BYM to obtain a MVR report. My authorization to obtain a MVR is valid as long as I am a BYM driver and may only be rescinded in writing.

I am attaching a copy of my driver’s license. In the event that I wish to be added to the driving policy within two weeks of this application, I am including a copy of my complete driving record which I have obtained from my department of motor vehicles.

Driver Name (Print) _____

Driver’s License Number, State of issuance, and expiration date

Last 4 digits of Social Security Number: _____

Driver’s Signature

_____ Date _____

Reviewer’s Signature

_____ Date _____

(Sign and retain the original copy in the employee’s file)

Appendix II: Abbreviated BYM Driving Policy: Information for Drivers

Thank you for driving vans, cars, trucks, and busses for our beloved camps! Your willingness to transport safely campers, staff, equipment, and supplies helps make our camps a great success and touches many lives. Over the years, we have been blessed with dedicated and safe drivers. As we all know, accidents happen and we are all committed to mitigating the risks as much as possible. At the Interim Meeting on June 13, 2015, BYM Trustees approved an interim policy on vehicles and driver safety. After input from a one year trial period, BYM Trustees approved this version of the policy at the Interim Meeting on March 12, 2016. The interim policy was written with the input of many Friends with diverse backgrounds and concerns. The full text of the Interim Policy is available on the BYM website and this document has been prepared to help the driver understand the majority of the key aspects of the Policy in an accessible and readable form.

The most key points of the policy revolve around our accepted principle that it is preferable to stress safety over timeliness and convenience. Simply stated, it is better to allow campers and staff to sing songs and tell stories while waiting for safe transportation than to arrive quickly when conditions are not safe.

Safety is a good thing!

- Please attend to your personal health and the safe operation of vehicles whether running out to the store or transporting campers and staff. Be safe to drive by being well-rested, free of intoxicants, adequately licensed, and approved by BYM year-round staff to drive. Drivers may decline to drive vehicles if they are tired, impaired, or otherwise unable to drive safely.
- Whether you are driving a BYM or your own personal vehicle, perform safety checks on the vehicles prior to driving as described by the Camp Property Manager.
- Safe operation is a priority of all BYM programs that use vehicles. Avoid increasing risks by refraining from using your phone, texting, smoking, eating, drinking, or engaging in excessive conversations while driving. If you are driving a car, van, or truck without passengers, you may use a hands-free phone device. However, if you are driving passengers, please find a safe place to pull over before making any calls, texting, or operating a GPS. Bus drivers are not to use any electronic devices while vehicles are in motion. If unruly passengers are creating undue distraction, please pull over and explain why suitable behaviors are essential for safe driving. Drivers and passengers are to use seatbelts provided in the vehicle. Passengers are to be transported within passenger compartments and the maximum occupancy of the vehicle may not be exceeded.
- BYM's Youth Safety Policy is incorporated within the Driving Policy. You will want to have a second adult present or, at the bare minimum at second youth present, when transporting a child.
- Drivers shall strive to obey all driving-related laws and follow all BYM policies and procedures while operating motor vehicles. Drivers are responsible for paying fines, tickets, or citations for illegal operations and unlawful parking.

The fine print - policies

- Drivers must obtain prior approval by a year-round BYM Staff member prior to driving for BYM purposes. Policies governing the use of BYM vehicles pertain to personal vehicles on BYM business.
- BYM vehicles are to be used for BYM business. Take the opportunity to use a BYM vehicle for BYM driving instead of your personal vehicle. Use BYM vehicles solely for BYM business. BYM credit cards can be used only to fuel BYM vehicles.
- BYM vehicles may not be used to transport firearms, weapons, or explosives without written approval of the General Secretary or the Camp Property Manager. Flammable liquids must be transported in approved containers and, preferably, outside passenger compartments.
- BYM vehicles are covered by BYM insurance policies and personal vehicles are in a “gray-zone” with respect to shared insurance coverage between your personal insurance and BYM insurance. In the event of an accident, attend to the safety of yourself and your passengers and then call your supervisor for notification and advice. Within 24 hours, fill out an accident form and submit it to your Supervisor. If the accident results in injuries, call the Police or 911 to get immediate help. Each vehicle is supplied with detailed instructions to help you deal with an accident or other emergency.
- Please note that the majority of BYM vehicles use gasoline while others use diesel fuel. Please put the correct fuel in the tank!
- Full-sized busses are operated under a different set of policies and legal regulations and can be operated only by those approved to drive full-sized busses.
- Providing rides to persons unaffiliated with BYM is prohibited except in extreme emergencies.
- In the rare event of a medical or other emergency, a person with a valid driver’s license may transport an individual in a properly registered, licensed, and insured vehicle to seek medical attention. To assist the individual needing medical attention, the driver shall include another adult whenever possible. Upon resolution of the emergency, the driver shall report the details of the event to a Camp Director or other BYM authority.

Thank you again for helping our camps operate through your safe driving. Please feel free to ask your supervisor, Camp Director, Camp Manager, or Camp Property Manager any questions that arise.

Go in peace and drive gently over the Earth!

Appendix III: Instructions for what to do in case of an accident

Immediately After an Accident

- Stop the vehicle, put in park, turn the vehicle off and turn on your 4 way flashers.
- Take a deep breath and stay calm.
- Check for injuries; call an ambulance when in doubt.
- If accident is minor, move cars to a safe place, out of traffic.
- Turn on your vehicle's hazard lights and use cones, warning triangles or flares for safety.
- Call the police, even if the accident is minor.
- After immediate risk has passed, even if it was a minor accident immediately contact:

David Hunter, Camp Property Manager
 301-774-7663 (Office) – 240-285-5186 (Mobile)
 Or Jane Megginson, Camping Program Secretary
 717-481-4870 (Office) - 301-502-3929 (Mobile)

Other Important Tips

- Do not sign any document unless it's for the police or our insurance agent.
- Do not admit fault even if you think the accident was your fault. You may discover later that the other driver was equally or more at fault. Statements made during the excitement of an accident may be misconstrued or later misquoted by others
- State only the facts, and limit your discussion of the accident to the police and our insurance agent.
- Make immediate notes about the accident, including specific damages to all vehicles involved, witness information, etc.
- If the name on an auto registration is different than the driver, jot down the relationship.
- If possible, don't leave the accident scene before the police and other drivers do.

Information to gather following a loss:

PHOTOS - If possible, take pictures of:"

- Damage (vehicles and/or property)
- Accident scene (road conditions/skid marks/debris in roadway/vehicle positions)
- Accident scene location identifiers (intersection/address/exit number)
- Identification (clear photos of insurance cards, license plates, etc.)

DOCUMENT - Record the following on the other side of this form:

- Names, phone numbers, addresses and e-mail addresses of all occupants, including the number of occupants in the other car(s)
- Names, phone numbers, addresses and e-mail addresses of all potential witnesses
- Location (intersection/address/exit number)
- Company name, policy number and phone number for other insurance companies
- If emergency services respond: police department, police report number, phone number, officer name, badge number, ambulance company, fire department

Today's Date _____ Your Vehicle _____

Driver's Name _____

The names of other occupants in your vehicle _____

Location and circumstances of accident _____

Other Vehicle #1

Driver's Name and address _____

License Number and state of issue _____

Other occupants _____

Make and model of Vehicle _____

License Plate Number _____

Insurance Company Name, Policy # and Phone # _____

Other Vehicle #2

Driver's Name and address _____

License Number and state of issue _____

Other occupants _____

Make and model of Vehicle _____ License Plate _____

Insurance Company Name, Policy # and Phone # _____

Emergency responders (Police and Fire Dept.) _____

Police officer (name and Badge #) _____

Other Witnesses _____