

Vehicle Accident Procedure:

In the event of a vehicle accident, whether it be our fault or someone else's, please follow the below steps to report the accident.

Associate involved in accident steps:

1. Check for injuries of either party and call 911 if needed
2. Contact the police to report the accident
3. Call your General Manager and give them details and time of accident
4. When speaking with the other party, be sure not to admit fault, nor mention anything in regard to how repairs will be handled. Just tell them you have notified your supervisor, and they will work the other party or their insurance company.
5. Collect names, contact information and insurance information of all parties involved. There is a Hanover form in the glovebox you can use to write all the information on. Send that to GM, or bring form with you back to the store.
6. Take pictures of damage of all vehicles involved and send them to General Manager
7. If you don't feel that the truck is safe to drive back to the store, the GM will work with Operations manager to schedule a tow