



Risk Management

Automobile Accident Checklist

If anyone is involved in an Auto Accident:

- **Call 911**
- **DO NOT ADMIT FAULT OR LIABILITY.**
- Notify Store Manager/Supervisor Immediately
- Take photos of the accident scene and vehicles
- Obtain information from other party and/or police officer
- If no police are called, exchange information and insurance
- Complete the Automobile Accident Report on the FR Risk Management Website and upload photos
- Obtain any witness statements
- Obtain a copy of the police report, if any

If there is injury to our driver/employee:

- **CALL 911**
- Obtain Witness statements, if any
- Notify Store Manager/Supervisor Immediately
- Follow process for Employee Injury