

## Standard Operating Procedures for FBCHP Drivers Involved in Vehicular Accidents

These procedures shall be followed by FBCHP drivers when they are involved in vehicular accidents while driving FBCHP vehicles.

1. **Immediately stop!** Do not leave the scene of the accident without speaking to the other driver(s), the police, or both.
2. **Keep Safety First.** If possible move the vehicle and occupants safely to the side of the road, out of the way of traffic. Turn on hazard lights, and if safe to do so, place cones, flares, or warning triangles to alert ongoing traffic of the accident.
3. **Contact the Police and if Necessary Call for Medical Assistance.** If anyone has suffered a physical injury, dial 911 to both request medical assistance and report the accident to local law enforcement. If there are no physical injuries, contact local law enforcement by dialing the non-emergency response number. If you cannot contact local law enforcement, instruct someone else to do so.
4. **Call Dispatcher or Church Office.** Call the dispatcher or church office, (301) 773-6655, so that the dispatcher or church office staff may inform the head Transportation Committee member or designate, Trustee Chairman and Insurance chair of the accident.
5. **Do Not Discuss the Accident or Admit Fault.** Be polite but do not discuss specific details of the accident with anyone except the police. DO NOT admit fault to the other driver or the police, even if your actions led to the crash.
6. **Document the Accident.** Take photos that display the damage to all vehicles involved and the overall context of the crash – road conditions, intersection site, traffic signs, or lights etc. Obtain and record in writing, pertinent information including: license number of other driver(s); insurance company names and policy numbers of other vehicle(s); make model, and year of other vehicle(s); names, addresses and phone numbers of occupant(s) of other vehicle(s); date and time of accident; names, contact information and hospital details pertaining to any injured persons; and overall road and weather conditions. Complete the Vehicle Accident Report form.
7. **Provide the Other Parties with Pertinent Information.** Provide the other driver(s) with your name, address, driver's license number, and insurance information.
8. **Removal of the FBCHP Vehicle.** The FBCHP vehicle should be driven or towed back to the FBCHP parking lot. If the vehicle is not operational and passengers are onboard, another vehicle will be dispatched from FBCHP to pick up the passengers.