

ABBYLAND TRUCKING, INC.

DRIVER'S NEWSLETTER

VOLUME 4: ISSUE 45

DECEMBER 2, 2016

Motor Vehicle Accident Procedures

Drivers: A friendly reminder of the accident/incident reporting procedures. There are too many incidents going unreported lately.

Any time the vehicle comes in contact with any other vehicle, object, person, animal, or property causing damage or injury or any allegation of contact or involvement in any manner however minor, the following procedures must be completed.

STOP AND STAY CALM. Failure to stop at the scene of an accident is a criminal offense, subject to severe penalties of the law.

PROTECT AND SECURE THE SCENE BY TAKING ALL PRECAUTIONS TO PREVENT FURTHER ACCIDENTS OR DAMAGE TO PROPERTY. Turn on four-way flashers and quickly set out red emergency reflectors, in accordance with the DOT regulations that require that if a commercial motor vehicle stops on the traveled portion of a roadway or on the shoulder, warning devices must be placed within the first 10 minutes. Ensure that warning devices are placed out in accordance with the regulations.

ASSIST ANY INJURED PERSON AND NOTIFY THE POLICE. Do not move injured person unless more danger is present. Do not leave equipment and cargo unguarded, except in an extreme emergency!

NOTIFY THE ABBYLAND TRUCKING SAFETY DEPT IMMEDIATELY. Jessica Devine –715-223-3402 ext 7614 or 715-210-5613

Exchange the following information with the other parties involved and complete the **Driver's Report of Motor Vehicle Accident**. The driver should give identifying information to the other party involved but should make no comments about assuming responsibility.

- Name, address, phone number and driver's license number of the other drivers
- Information from the other vehicle such as vehicle's make, model, vin, etc.
- Name, address and phone number of the owner(s) of all property involved
- Name, address and phone numbers of passengers and witnesses
- Name, department and badge number of the investigating officer

Driver should take pictures of the damage to the vehicles but should not take pictures of any injured individuals

Note any citations

Report any vehicle damage to the Abbyland Trucking shop 715-223-8154

Very Important to Remember

Do not discuss the accident with anyone other than the investigating officer or representative of Abbyland Trucking, Inc. such as an accident adjuster or insurance agent

Do not admit to fault for the accident, make any admissions of guilt, or offer to pay for damages

Do not leave the scene even if the accident is minor.

Do not authorize any procedures such as wreckers, load transfers, etc. until you have been given direction from Abbyland Trucking, Inc.

Be polite, courteous and professional at all times.

IMPORTANT NOTES:

In your mailboxes you will be receiving the following:

- A new chain of custody forms. Please discard any old forms that you may have in your truck. This form is in case there is an accident and you need to be sent for a post-accident DOT Drug Screen. Please keep in your truck or permit book.
- New 2017 UCR Registration. Please put in your permit book.
- New 2017 IRP Registration. Please put in your permit book. The 2017 stickers can be obtained from the shop.

* As the temperatures start to drop, drivers can start plugging in their trucks.

* Don't forget about Open Enrollment. Contact HR for more details!

On-Call Mechanic

The on-call mechanic this weekend is Jason Savola. The on-call number is 715-613-3070. Jason's personal number is 715-207-7352.

Mike Rau is the back-up this weekend. Mike's personal number is 715-214-9060.

If neither of them can be reached, try Jesse Cheever at 715-965-5344. Make sure you leave a message with your contact info so that you can be reached