



**MOTOR VEHICLE ACCIDENT KIT
IN THE EVENT OF AN ACCIDENT**

DO....

1. Check for personal injury and seek medical attention if necessary.
2. Set emergency Triangles to prevent further damage or injury. Take photos of the scene **BEFORE** vehicles are moved. Print your name and date of accident on the camera and forward to Safety ATTN: Diane DelBene.
3. Call the Police on 911 and request an officer to be dispatched to the scene. This call is Mandatory! You must obtain his information; Name, Badge #, phone #, and the Report #.
4. **Notify Bob Thibodeau (330) 518-8715 or Girard immediately after an accident. Safety can be reached at 1-800-321-9038 or if after 5PM contact Central Operations at 1-800-326-4246. Voice mail is unacceptable; you must speak with Safety or Operations. You must make a phone report!**
5. Record names, address and phone numbers of occupants of involved vehicles and all witnesses on the enclosed sheet.
6. Record the insurance carrier of the other party, policy number, agent's name, address and phone number.
7. As soon as practical, contact your immediate supervisor.
8. As soon as practical, complete the enclosed Driver's Accident Report. When completed give to your supervisor.
9. Contact Numbers:
Safety Director:
Bob Thibodeau (330) 518-8715
If no answer call **1-800-326-4246**
Mail or Fax reports to Girard Safety:
ATTN: **Diane DelBene** fax number **330-759-5523** or ddelbene@aimntls.com

DO NOT....

1. Leave the scene of the accident.
2. Drive vehicle if you feel it is unsafe.
3. Discuss accident with anyone except law enforcement authorities, your company, or the insurance company.

This information should be carried in the glove compartment of your vehicle at all times.