



Employee Steps Following an Auto Accident

In the hospitality industry, employees may drive company-owned or personal vehicles for a variety of business-related purposes to help keep operations running smoothly. When an auto accident occurs, knowing what to do immediately can help protect employees, passengers, the public, and the organization.

The following steps provide a clear process for **responding safely, reporting the accident promptly, and documenting important facts accurately**. Above all, prioritize personal safety, follow your company's established procedures, and cooperate with law enforcement and emergency responders.



1. Stop Immediately and Secure the Scene

- + Stop your vehicle as soon as it is safe to do so.
- + Do not block traffic if possible.
- + Turn on hazard lights and move to a safe location if the vehicle can be moved safely.

2. Check for Injuries

- + Assess yourself, passengers, and others involved for injuries.
- + Call 911 immediately if anyone is injured.
- + Provide assistance only if it can be done safely.
- + Do not move injured individuals unless there is an immediate life-threatening danger.

3. Contact Law Enforcement

- + Request police assistance and obtain an official police report whenever possible.

4. Notify Your Supervisor

Contact your supervisor, manager, fleet manager, or designated company representative as soon as possible.

- + Provide:
 - Exact location
 - Severity of injuries
 - Extent of vehicle damage
 - Assistance needed

5. Gather Information

- + Collect and document:
 - Names and contact information of all drivers
 - Insurance information
 - Vehicle descriptions and license plate numbers
 - Witness names and contact information
 - Police officer name and report number (if available)

6. Take Photos

- + Photograph:
 - All vehicles involved
 - Damage to vehicles
 - Road conditions
 - Traffic signs/signals
 - Skid marks
 - Surrounding area and accident scene

7. Do Not Admit Fault

- + Be courteous and cooperative.
- + Do not argue.
- + Do not discuss fault or make statements accepting responsibility.
- + Do not agree to any settlement at the scene.

8. Complete Accident Documentation

- + Complete the company's accident report form or accident kit.
- + Record details while they are fresh in your memory.
- + Include diagrams and a factual description of the event.
- + Stick to the facts and do not include any assumptions.

9. Seek Medical Evaluation

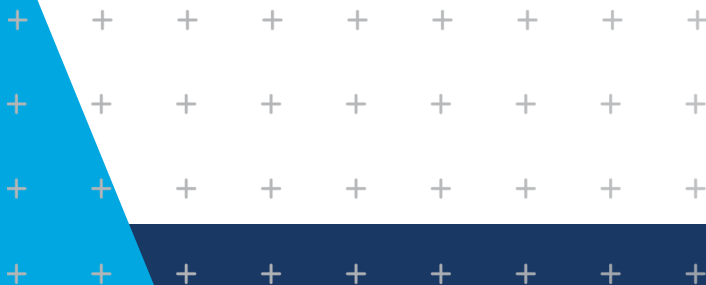
- + Report any injury immediately, regardless of severity.
- + Follow company injury reporting procedures and obtain medical treatment if needed.

10. Submit All Documentation Promptly

- + Provide accident reports, photos, witness information, and the police report to your supervisor within 24 hours or according to company policy.

QUICK EMPLOYEE REMINDER CARD

- | | |
|----------------------|-----------------------------------|
| + STOP | + GATHER INFO |
| + CALL 911 | + DO NOT ADMIT FAULT |
| + CHECK FOR INJURIES | + COMPLETE REPORT WITHIN 24 HOURS |
| + NOTIFY SUPERVISOR | |
| + TAKE PHOTOS | |



Always ensure that vehicles used for business purposes contain current copies of the following information:

- + Vehicle registration
- + Insurance card/proof of insurance
- + Emergency contact phone numbers

Need assistance building or strengthening your organization's Fleet/Driver Safety Program?
IMA Risk Control is here to help.

Contact Renee Rhodes, Hospitality Risk Advisor, at renee.rhodes@imacorp.com.

Visit Programs & Applications - HIMA - IMA Financial Group for Hospitality Resources.

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NPN 1316541 | IMA, Inc dba IMA Insurance Services
California Lic #0H64724 | SRC-FY-IMA-10926

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