

**MENOMINEE INDIAN SCHOOL DISTRICT**

753 Rule

**Procedures To Follow In A Vehicle Crash**

**Protect the scene of the crash and take action to prevent additional collisions or injuries.**

- Pull off the roadway as far as possible unless otherwise directed.
- Contact emergency authorities immediately.
- Administer emergency first aid if trained to do so.

**Obtain and record the following information at the scene of the crash.**

- Name and address of each driver, passenger, and/or witness to the crash.
- License number of each vehicle involved.
- Name and policy number of the insurance company for each vehicle involved.

**What To Do**

- Be courteous, do not argue, keep calm.
- Give your name and address to the injured person or a police officer before leaving the scene. If police respond to the crash, do not leave the scene until you are told you may leave by the officer(s) responding.
- Report the crash incident to the Business Office (Lisa Hohn or Robert Ferguson)

**What Not To Do**

- Do not talk about the crash, except to a police officer, your employer, or your insurance claim or loss prevention consultant.
- Make no settlements or offers of settlements to anyone.

Policy #753 Rule  
Page 2

- Above all, do not sign any statements or reports other than official police reports.
- Do not admit fault.

ADOPTED: January 20, 2014