
Fleet Vehicle Accident Report Scene Documentation Template

1.0 Policy Objective & Scope

The objective of this policy is to establish a standardized template and protocol for commercial drivers to document accident scenes immediately following a collision. This ensures that all critical evidence is captured consistently, protecting the company from liability, facilitating insurance claims, and meeting Transport Canada reporting requirements.

This policy applies to all commercial drivers operating fleet vehicles, field technicians, dispatchers, and fleet safety personnel. It covers any incident involving a company-owned or leased vehicle, including collisions with other vehicles, fixed objects, pedestrians, or animals, regardless of fault or damage severity.

2.0 Roles & Responsibilities

- **Commercial Driver:** Responsible for immediately securing the scene, ensuring personal and public safety, and completing the accident report documentation using the provided template before leaving the scene.
- **Fleet Manager:** Responsible for reviewing the completed accident report within 24 hours, verifying completeness, and forwarding it to insurance and legal departments.
- **Safety Officer:** Responsible for auditing accident reports for compliance with this policy, identifying training needs, and maintaining records for regulatory audits.
- **Dispatcher:** Responsible for logging the incident in the dispatch system, coordinating emergency services if needed, and notifying the fleet manager immediately.

3.0 Core Rules & Guidelines

- The driver must never admit fault or discuss liability at the scene. Only factual observations should be recorded.
- The accident report must be completed using the official template provided in the SiteQueue app before the vehicle is moved or towed, unless medical attention is required.
- Photographs must be taken from at least four angles (front, rear, driver side, passenger side) and include close-ups of damage, license plates, road conditions, and any relevant signage.
- Witness contact information must be collected at the scene, including name, phone number, and email address.
- Police must be called if there are injuries, fatalities, or damage exceeding \$2,000 (as per provincial thresholds). A police report number must be recorded.

4.0 Step-by-Step Procedure / Workflow

1. Immediately after the accident, ensure personal safety: turn on hazard lights, set parking brake, and deploy reflective triangles or flares if safe to do so.
2. Check for injuries to yourself, passengers, and other parties. Call 911 if medical assistance is needed. Do not move injured persons unless there is an immediate danger (e.g., fire).

- 3.** Call local police if required by provincial law (e.g., injuries, fatalities, or damage over \$2,000). Provide your location and a brief factual description of the incident.
- 4.** Exchange information with the other driver(s): full name, driver's license number, insurance company and policy number, vehicle make/model/license plate, and contact phone number.
- 5.** Collect witness information: name, phone number, email, and a brief statement of what they saw. Do not discuss fault with witnesses.
- 6.** Open the SiteQueue app and select the 'Accident Report' template. Begin documenting the scene by filling in all required fields: date, time, location (GPS coordinates), weather conditions, road surface, and visibility.
- 7.** Take photographs as instructed: four wide-angle shots of the entire scene, close-ups of all vehicle damage, license plates, skid marks, debris, traffic signs, and any relevant road markings. Ensure photos are date-stamped.
- 8.** Draw a simple diagram of the accident scene in the app or on paper, showing vehicle positions, direction of travel, points of impact, and any traffic controls (e.g., stop signs, traffic lights).
- 9.** Write a factual narrative of the incident in the app, describing what happened in chronological order. Avoid opinions or speculation. Include your speed, actions taken, and any evasive maneuvers.
- 10.** If police arrive, obtain the officer's name, badge number, and police report number. Do not sign any statement without legal counsel present.
- 11.** Submit the completed accident report via the SiteQueue app. The system will automatically notify the fleet manager and safety officer.
- 12.** Arrange for vehicle towing if necessary using the company's approved towing provider. Do not authorize repairs at the scene.

5.0 Documentation & Compliance

- 1.** The completed accident report must be submitted via the SiteQueue app within 2 hours of the incident. Failure to do so will result in a mandatory safety review and possible suspension.
- 2.** All photographs, witness statements, and police reports must be attached to the digital report. Missing documentation will delay insurance processing and may result in disciplinary action.
- 3.** The fleet manager must review and approve the report within 24 hours. Any discrepancies or incomplete sections must be flagged and corrected immediately.
- 4.** Non-compliance with this policy, including failure to document the scene, admitting fault, or delaying reporting, will result in a written warning for the first offense and termination for subsequent offenses.
- 5.** All accident reports are retained for a minimum of 7 years as per Transport Canada recordkeeping requirements. Reports are auditable by regulatory authorities upon request.

Regulatory Disclaimer: This document is a generic site management template provided for educational purposes. The end-user assumes all liability for reviewing, adapting, and validating all field protocols against local site requirements.