
Lesson Thirteen: Accident/Incident Reporting



A. Accident Reporting Kit

1. Should be kept in the glove box or in the door side panel

2. Should contain the following items

- a. Ohio Department of Transportation Vehicle/Equipment Accident/Citation/Incident Description & Witness (Form S-11)
- b. Ohio Department of Transportation Witness Identification cards
- c. Ohio Department of Transportation Financial Responsibility Card
- d. The kit should also contain the following phone numbers
 - i. The local State Highway Patrol post
 - ii. The District Safety Office
 - iii. The County Manager's cellular phone
 - iv. Any emergency services not covered by 911 in the area

3. Additional suggested items

- a. Red flags for emergency traffic control
- b. Flashlight(s)
- c. Extra clothing
- d. Flares
- e. First aid kit

B. Procedures**1. If an operator is involved in an accident and is uninjured, or if an operator comes upon an accident, the first responsibility is to protect the scene from further damage or accidents**

- a. Use emergency flashers and strobes to alert other drivers
- b. Assess the accident scene and report
- c. Most of the time, it is appropriate to call the local garage or district first, and they will contact the local law enforcement
- d. Render aid to injured persons
- e. Try to keep them calm and reassured
- f. Let them know that help is on the way
- g. DO NOT attempt to move injured persons unless it is life threatening to leave them where they are
 - i. Moving an injured person could cause more injury
 - ii. Let the medical or emergency professionals handle accident victims
- h. Set out triangles, flares and other means of traffic control as soon as possible
- i. Complete all paperwork and obtain witness information as soon as it is practical

2. In the event of a breakdown

- a. Move the vehicle as far off the road as possible
- b. Use emergency flashers and strobes
- c. Radio the problem and location to the nearest state facility
- d. Set out reflective triangles and other traffic control devices