

Drivers Instructions Immediately Following an Accident

1. Check with other party (parties) regarding their condition.
2. Do not accept any responsibility for the accident.
3. Call the police to report accident.
- 4. Call PROFICIENT to report the accident.**
5. If possible, do not move vehicles.
6. Engage emergency flashers. Place triangle as required by law.
7. Prior to police arriving, exchange as much information as possible.
- 8. Take pictures prior to vehicles being moved of all vehicles and persons involved with accident. This is to protect you as the driver regardless of the guilty party.**
- 9. Make sure your logbook is current.**
10. Do not talk to any adjuster regardless of what company they are with until approved by a Proficient Manager.
 - a. Failure to follow these accident procedures will result in disciplinary action up to possible termination.**

Phone Numbers

- Brian Jones (Safety Manager)
 - Cell: 904-753-3345
 - Office: 904-772-1175 ext 426
- Jason (cell) – 904-315-1899 *Safety*
- Tonia (cell) – 419-262-3519 *Dispatch*
- TJ (cell) – 904-237-3243 *Dispatch*
- Joe (cell) – 904-654-2682 *Maintenance*
- Randy (cell) – 951-331-1581 *CEO*

**If unable to reach anyone in the
Safety Department, call the On Call
number at 904-772-1175 ext 433**

**Calls AFTER 9pm to cell numbers
should be for emergency only**