

AP Appendix 1601 A: Motor Vehicle Accident Investigation Checklist (Conducted by authorized personnel)

Motor vehicle accident investigations are critical for determining the cause of the incident, assigning responsibility, and improving road safety. This checklist will act as a guide to the investigator attending an accident scene. It is important to note that one must always defer to the instructions of law enforcement officers and emergency responders at the scene.

Name of Investigator: _____

- ☐ **Safety First:**
 - Ensure personal safety and the safety of others at the scene.
 - Activate hazard lights and set up warning triangles or flares.
 - Assess the need for medical assistance and call emergency services if required.
- ☐ **Secure the Scene:**
 - If no authorities are on scene, contact authorities and establish a safe perimeter around the accident site.
 - Control traffic flow and divert vehicles away from the scene.
 - If possible, move vehicles to a safer location to avoid further accidents.
- ☐ **Assess Injuries:**
 - Check for injuries among involved parties and provide immediate first aid if trained to do so.
 - Await the arrival of medical professionals for more serious injuries.

List Injured Persons:

First Name	Last Name	Employee Job Title/Student

☐ **Gather Basic Information:**

- Record the date, time, and weather conditions.
- Document the exact location of the accident.

Date	
Time	
Weather Conditions	
Location of Accident	

☐ **Collect Vehicle Information:**

- Record the make, model, colour, and license plate number of each vehicle involved.

	Make	Model	Colour	License Plate #
Vehicle #1				
Vehicle #2				
Vehicle #3				

☐ **Interview Involved Parties:**

- Speak to each driver involved to gather their account of the events leading up to the accident. Note any admissions of fault or other relevant information.

Driver Name	
Phone Number	
Statement	
Name	
Phone Number	
Statement	
Name	
Phone Number	
Statement	

- ☐ **Check for Intoxication:**
 - Observe for signs of alcohol or drug impairment in the drivers involved.
 - Report suspicions to law enforcement.
- ☐ **Ensure completed MVI Report:**
 - Ensure that our driver has filled out a Motor Vehicle Incident report form.
- ☐ **Exchange Information:**
 - Ensure that all involved parties exchange contact and insurance information.
- ☐ **Eyewitness Information:**
 - Gather contact information from any eyewitnesses.
 - Document their statements regarding the accident.

Name	
Phone Number	
Witness Statement	
Name	
Phone Number	
Witness Statement	

- ☐ **Preserve Evidence:**
 - Preserve physical evidence such as vehicle parts, photographs, and any other relevant items.
 - Ensure the integrity of the scene until authorities arrive.

☐ **Capture Scene Details:**

- Take photographs of the entire accident scene, including vehicle positions, damage, and relevant road signs or signals.
- Note skid marks, debris, and any property damage.

☐ **Draw a Diagram:**

- Create a simple diagram of the accident scene, indicating the position of vehicles, traffic signs, and any relevant landmarks.

☐ **Examine Road Conditions:**

- Note the condition of the road, including potholes, construction zones, or other factors that may have contributed to the accident.

☐ **Record Traffic Control Devices:**

- Document the status of traffic lights, stop signs, and other control devices.
- Check for proper functioning and visibility.

☐ **Other Pertinent Notes:**

- Timeline of sequence of events leading up to the accident.
- Factors contributing to the accident.
- Root Cause of the accident.

☐ **Corrective Action**

- Suggested Corrective Action