

Vehicle Maintenance

If any maintenance is due the instructor driving the vehicle is responsible for notifying the appropriate Staff by submitting a vehicle maintenance report according to company policy.

(Please review the table of appendices)

If applicable, the Take Home Vehicle Agreement supersedes the above vehicle maintenance clause.

Damage Reporting

If any damage has occurred, the instructor driving the vehicle is responsible for notifying the appropriate Staff by submitting a vehicle damage report according to company policy.

(Please review the table of appendices)

Upon managerial review the Take Home Vehicle Agreement may apply if applicable.

Accident Reporting

(Please review the table of appendices)

EVERY SITUATION WILL BE DIFFERENT, PLEASE FOLLOW THE BELOW GUIDELINES AS BEST YOU CAN.

If involved in an auto accident (in a company vehicle), the instructor driving the vehicle is responsible for notifying the appropriate Authorities and Staff by:

- Check yourself and the student for injuries.
 - If you are hurt or the student is visibly injured or mentions any type of injury/pain request an ambulance when calling 911, **in most cases the student will be underage and we are/will be unable to sign a medical consent form.** The student being taken to the hospital by ambulance waives that.
- Always call 911 or the appropriate non-emergency number for the local police department.
- Call the appropriate Management (as per your service area).
 - If the vehicle is unsafe or inoperable request arrangements to be made.
- Exchange information.
 - Full name and contact information.
 - Insurance company and policy number.
 - Driver's license and license plate number.
 - Year, make, model, and color of the vehicle.
 - Location of the accident.
 - Take Pictures of all vehicles involved as well as the scene.
- Call the parent(s)/guardian(s) of your student (please do not allow the student to call unless the parent(s)/guardian(s) do not answer).
 - Calmly explain what happened.
 - Reassure them that the student is safe.
 - Pass the student the phone for further reassurance.
- Wait for the authorities to obtain an incident report number.
 - Make sure **THE STUDENT DRIVES** home unless the student is transported by EMS for further medical care.
 - *If the student does not drive immediately after they were behind-the-wheel in a vehicle accident there is more of a chance the student will become fearful of driving.*
- Enter basic details of the event into ZoomScheduler
- Complete an Accident & Damage Report and submit to the appropriate member of management ASAP.