

## NYW Corporate Owned Vehicle (COV) Incident Checklist

### **Incident occurs while you are the driver of a COV**

Stop and investigate damage to vehicle

Help any one injured

Call 911 for EMS (if needed) and Police

Do not move vehicle until Police arrive

Safe guard the vehicle by placing out warning flares or devices

Follow the NYW Supplement to CAPR62-2 for notification

When Police arrive, ask for a written report

Discuss the incident only with the proper authorities

Take pictures (cell phone or camera) of damage to both vehicles

Do not discuss the incident with the driver of the other vehicle

Obtain names and addresses of witnesses

Comply with any required alcohol/drug tests (DOT)

Obtain the name, address, vehicle registration number, and insurance information from the driver of the other vehicle. Provide them with CAP information.

Complete the on-line CAPF78 with all information and photos

All CAP members on Board (cap id, any injuries)

Other driver's information (name, license #, age, address)

Other vehicle information (make, model, color, year, license plate)

Upload photos and police report

Complete a NYS Motor Vehicle Incident report (MV104) and submit to NYW Director of Safety ([dwojtowicz@frontiernet.net](mailto:dwojtowicz@frontiernet.net)) and NYW Director of Logistics ([nywglg@rochester.rr.com](mailto:nywglg@rochester.rr.com)).

### **Incident occurs with unattended Non-CAP vehicle or other property**

Stop and attempt to find the owner or operator

Call 911 for the police

Do not move vehicle until Police arrive

Safe guard the vehicle by placing out warning flares or devices

Follow the NYW Supplement to CAPR62-2 for notification

When Police arrive, ask for a written report

Take pictures (cell phone or camera) of damages

Complete the on-line CAPF78 will all information and photos

### **Incident occurs not involving a collision**

Follow the NYW Supplement to CAPR62-2 for notification

Do not attempt to repair the damage

Do not use the vehicle

Take pictures (cell phone or camera) of damage to both vehicles

Complete the on-line CAPF78 with all information and photos