Manager Accident Response Checklist

Incident coordination

Carrier / driver / units

Incident date, time, location

Coordinator / first notification time

Immediate response

- ☐ Confirm emergency care and scene safety; establish a reliable contact with the driver.
- ☐ Notify management and the insurer / claims contact through the company process.
- ☐ Evaluate Part 382 applicability and DOT post-accident testing immediately using the current rule / decision tool. Track citation timing separately for alcohol and drug testing.
- ☐ Record required collection attempts and reasons for delay. Protect medical care and the driver’s availability.

Preserve and organize

- ☐ Preserve original dashcam, ELD, ECM, dispatch, tracking, and communication records before routine deletion.
- ☐ Collect driver photos / report, witness information, police report details, and relevant maintenance records.
- ☐ Evaluate accident-register requirements separately from testing and insurance reporting.
- ☐ Issue appropriate preservation instructions; follow a legal hold when applicable rather than relying only on routine retention.

Testing review record

Decision maker / decision time / facts relied on

Alcohol decision / attempts / result location

Drug decision / attempts / result location

Follow-up assignments

Action / evidence needed	Owner	Due

49 CFR 382.303 49 CFR 390.15

Working resource. Confirm applicability and current requirements for your operation.