Accidents Involving Farm Equipment on the Highway

1. **Protect the accident scene:**
   - take suitable precaution to re-route any traffic
   - make sure that you are not endangering yourself or anyone else
   - if there is danger of being hit by another vehicle, drive to the side of the road if at all possible.

2. **Call:**
   - In accordance with the Highway Traffic Act, immediately report the accident to the nearest provincial or municipal police (dial 9-1-1). Inform 9-1-1 dispatch if there is medical attention needed.
   - Phone your supervisor or designate (complete and post)
     
     | Office # | Cell # |
     |----------|--------|
     | ( ) | ( ) |
     | ( ) | ( ) |

   - When ‘on the scene’ requirements are met, then the Supervisor will report to: the University of Guelph’s Insurance Manager (Sasha Alexander) at 519-824-4120 (ext.58752) or to Financial Services (ext.52202).

3. Each driver must carry his/her driver’s license while operating farm equipment on public highways.

4. Do not exchange ownership, insurance or driver license information with anyone other than the other party(ies) in the accident, the police, your employer or the University’s Insurance Office.

5. Do not assume liability, responsibility or make statements to anyone other than your employer or the University’s Insurance Office. Only describe and answer questions that the police ask.

6. If possible, take brief notes on what happened:
   - if there were witnesses, try to get their name and address or their license plate number.
   - date and time
   - speed of your equipment
   - location
   - weather conditions
   - road conditions

7. If there is any damage to any shrub, tree, pole light, sign, sod or any other property on the highway (including shoulder, boulevards and other parts of the road allowance) or to a section bordering the highway, the damage will be reported to the police.

8. Personal injury to employees and students must be reported on an “Injury/Incident” form. This is a University Safety Policy requirement and is essential.

9. The “Injury/Incident” form must also be used to report the vehicular accident and any property damage that occurred, regardless of whether any personal injury has occurred.