



IN CASE OF INCIDENT

Step 1 - *Stop Immediately - Call 911*

- **Remain calm-make sure all passengers are safe**
- **Assist the Injured if you are qualified**
- **Don't admit fault or liability**

Step 2 – *Protect Against Second Incident*

- **If the van is in a dangerous position, please move it**
- **Activate your 4-way flashers**
- **Set out your warning triangles**

Step 3 – *Get Assistance if the van is not moveable.*

- **Call or designate someone to call:**
 - **Ft. Collins Maintenance 970-221-6613 or call the City of Greeley at 970-350-9378 (after hours 970-371-3407)**

Step 4 – Collect Information about Incident

- Complete Incident Report in van and include contact information for other motorist(s) involved.
- If possible, photograph the scene & vehicles
- Obtain the police report
- Give police your name, address, and driver's license

Step 5 – Call an Uber/Lyft if another means of getting home is unavailable (i.e. your shop can not bring you a replacement van)

Step 6—Notify VanGo™