

NJ TRANSIT Accident/Incident Procedure

- NJ TRANSIT should be notified within 24 hours when an accident and or incident occurs at your maintenance facility, on the road or involving a vehicle. NJ TRANSIT should also be notified if police response is requested.
- NJ TRANSIT should be notified if any injuries occur or if there is any property and/or vehicle damage (i.e. vandalism, theft, fire, violence etc.)
- NJ TRANSIT should be notified within 24 hours of all accidents/incidents if your agency receives operating funding as per your agreements throughout your entire fleet (i.e. vehicles purchased with state, local or federal funds).
- Once NJ TRANSIT has been contacted, the subrecipient (you) should submit the following information to Sha'quana Mack at Smack@njtransit.com when they become available :
 - NJ Transit's incident report
 - Your agency's internal incident report
 - Pictures of the damage
 - The Police Report (if one was filed)
 - Estimates of the repair
 - Insurance information (if necessary)
 - Date repaired, and
 - Date placed back in service
 - Pictures of the repairs
- NJ TRANSIT may require an accident inspection
- Keep NJTRANSIT advised of the repair status and if there is any change to the information submitted.

Accident/Incident Report

Agency Name:	_____
Agency County:	_____
NJ TRANSIT Vehicle #:	_____
Agency Vehicle #:	_____
Agency Address:	_____ _____ _____ _____
Contact:	_____
Phone:	_____
Email:	_____

Required documents checklist:
Agency Internal report
Police report
Photos of damage
Repair estimate
Date repaired
In service date
Photos of repairs

Driver Name: _____

Location of Accident/Incident: _____

Date of Accident/Incident: _____

Date this report was prepared: _____

Was vehicle towed from scene? Yes No

Was there an evacuation for life safety reasons? Estimated Yes No

cost of damage (Vehicles & Property) _____

Did anyone receive Medical Attention? Yes No

Did the driver receive post accident drug & alcohol testing? Yes No

If yes, please explain:

Description of Accident/Incident:

