|  |  |
| --- | --- |
|  GUIDELINES FOR TRANSPORTATION EMERGENCIES  | NO. 686 |
| If there is an incident with an injury and you are not at Winning Wheels, the first thing to do is dial 911. If you are unable to reach emergency by dialing 911, dial 0 for the operator.While you are driving, be aware of your surroundings. If you are on the interstate, know which direction you are going (north, south, west, east) and occasionally, glance at the mile marker signs as you are driving. Mile markers are the small green signs posted every mile at the side of the interstate. Also pay attention to the county signs as you drive along the highway. This is so when you do need emergency help, you can give them the best idea of where you are. Also mention towns you have already passed through.Be sure to know exactly what kind of assistance you are going to need (i.e. fire, police, ambulance).After you have called 911 and have the situation under control, call Winning Wheels (815-537-5168), ask for the Administrator, Maintenance Director, or Transportation Director. Then wait for instructions.If you are a having maintenance problem call Winning Wheels (815-537-5168) and ask for the Maintenance Director, the Administrator, or Transportation Director. When you are driving a van and it begins to overheat, DO NOT drive it any further! Shut of the engine and call Winning Wheels immediately. If it is a weekend or evening, please contact the Transportation Director at home if it is of emergency nature.If it is a hit and run please note make and model of car, license plate number, where, and when the accident occurred.If you have been in an accident with another car, contact the police to file a report if damage is done, exchange insurance information with the other party.The following individuals may be reached at:  Nikki Villa, Transportation Director 815-499-1165 Winning Wheels, Inc. 815-537-5168 |
| Approved: | Effective Date: | Revision Date: 2/2012 | Change No.: | Page: 1 of 1  |