

AUTOMOBILE ACCIDENT PROCEDURES FOR DRIVERS

1. Injuries? Notify Medical personnel (dial 911)
2. Contact Police! Provide necessary information to the Officer, state facts
3. Contact your immediate supervisor and/or Administrative Office
4. Do not speak with any insurance carrier representative
5. Obtain the following information:
 - a. Police agency serving the incident
 - b. Ask how to obtain a police report
 - c. Obtain a police report number from the Officer.
 - d. Name, address, phone number, insurance carrier, policy number, employer name/phone number and description of vehicle(s) involved
 - e. Exact location of accident- Street, intersection and/or landmark
 - f. Witnesses: name(s), addresses and phone number(s)
 - g. Vehicles towed: name, address and phone number of towing company

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