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