

VEHICLE ACCIDENT REPORT

What to do in Case of Vehicular Accident

1. Warn other motorist. Use flashlight, flares or car lights
2. Call police. If someone is injured, summon ambulance.
3. Write down facts. Get as much information as possible.
4. Obtain names, addresses and telephone numbers of all witnesses. This is very important.
5. **DON'T ADMIT LIABILITY**, but give other party your name and address. Advise other party to call 909/433-0841 for insurance information.
6. Notify your supervisor of the accident immediately.
7. Complete vehicular accident report form immediately.

School District: _____
 Address: _____
 Phone: _____
 Date of Accident: _____ Time: _____
 Location of Accident: _____
 Police Report #: _____
 Violations/Citations: _____

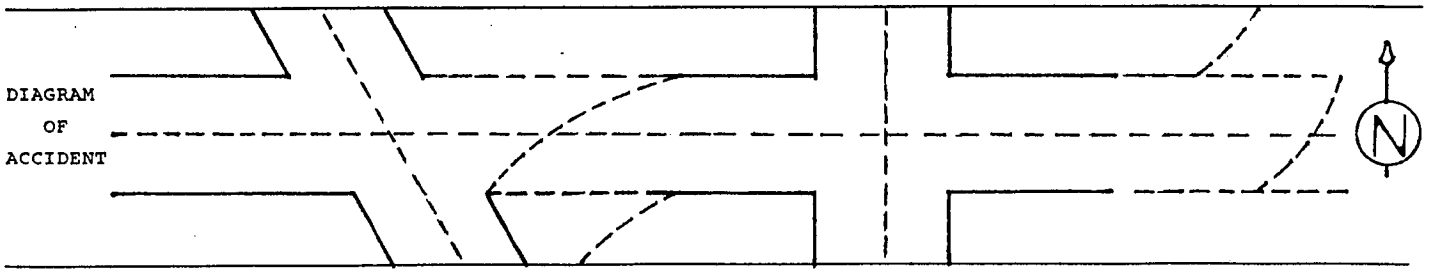
District/ Personal Vehicle
 VEHICLE # _____ YEAR _____ MAKE _____ MODEL _____
 DRIVER _____ OWNER _____ DRIVER'S LICENSE _____
 SUPERVISOR _____ WORK PHONE _____
 DAMAGES _____

Other Vehicle Or Property
 VEHICLE # _____ YEAR _____ MAKE _____ MODEL _____
 DRIVER _____ OWNER _____ DRIVER'S LICENSE _____
 ADDRESS _____ PHONE # _____
 INSURANCE CO./POLICY _____ AGENT'S PHONE # _____
 DAMAGES _____

Injuries	NAME	DOB	ADDRESS	PHONE #	DIST. AUTO	OTHER AUTO	PED

Witnesses	NAME	DOB	ADDRESS	PHONE #

USE SYMBOL & NUMBER YOUR CAR #1, OTHER CAR #2. MAKE STOP SIGNS AND STOP LIGHTS. GIVE STREET NAMES OR NUMBERS OF HIGHWAYS. SHOW POSITION OF CAR BEFORE, AT, AND AFTER IMPACT. DESIGNATE THE NUMBER OF TRAFFIC LANES FOR EACH DIRECTION.



EXPLAIN FULLY MANNER IN WHICH ACCIDENT OCCURRED: _____

DRIVER SIGNATURE _____ SUPERVISOR SIGNATURE _____
 DATE _____ DATE _____