<u>Guidelines If You Are In An Accident In A District Owned Vehicle</u>

*Call 911

Driver will provide the following information to 911 Operator – ***REMAIN CALM***

- Exact location
- Driver name
- Student/passenger injuries – DO YOU NEED MEDICAL ASSISTANCE??
- Injuries to other parties or damage to vehicles
- Property damage
- Brief description of accident

*Call your Immediate Supervisor

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*When the Officer arrives

Provide the vehicle registration, insurance card and your driver's license. Answer all questions. Do not assume responsibility or promise payment for any claim.

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1. **Supervisor should contact Director of Support Services as soon as possible to report to the insurance carrier**

2. **Supervisor should complete and submit the <u>Vehicle Accident Investigation Form</u> to Director of Support Services within 24 hours of the accident.**