

Auto Accident Information Form

What To Do:

1. Check yourself and others for injuries.
 - a. If needed, call 911.
2. Call SPS School Police Dispatch!!!! 417-523-2911 (School Police will alert law enforcement)
3. Do not discuss fault with others involved in the accident.
4. Contact your direct supervisor to notify them of the accident.
5. Take photographs of all damage, the scene, and anything else that might be important to document.
6. Get names and numbers of all witnesses, if possible.
7. Send this form and all pictures to SPS Risk Management at riskmanagementclaims@sps.org.

Notify:

Springfield Public Schools, School Police Dispatch: 417-523-2911

Springfield Public Schools, Risk Management Office: riskmanagementclaims@sps.org, or 417-523-0313

Accident Details:

Date of Accident: _____ Time of Accident: _____ Police Report No.: _____

Address/Location of Accident: _____

Description of Accident: _____

Name of SPS-Employee(s) Involved in Accident: _____

Driver's Supervisor's Name: _____ SPS License Plate No.: _____

Damage to SPS Vehicle: _____

Witness(es) to Accident (Name[s], Phone Number[s]): _____

Information of Other Vehicle Involved in Accident:

Driver Name: _____ Driver Phone No.: _____

Insurance Co.: _____ Insurance Policy No.: _____

Damage to Vehicle: _____

Draw Accident Scene to the Best of Your Ability:

Include vehicles involved in accident, direction of travel, lights, signs, distances, etc. **Add any additional notes below.**

