What To Do In Case Of An Accident:

1. Stop immediately in a safe place.
2. If there are injuries, have someone call the police.
3. Keep calm, be courteous and do not argue. Make no statements concerning the accident to anyone except the police. **MAKE NO SETTLEMENTS.**
4. Take pictures if you have a camera or cell phone camera.
5. Complete this report on the scene. Get the names of the people in the other vehicle. Exchange insurance information (see Fin. Responsibility Letter in glove compartment).
6. Get the names of any witnesses and their telephone numbers.
7. Before leaving the scene, make sure you have all the facts, and have completed this form.
8. Send the completed copy of this form to **Risk Management, Uhall 4900**
DATE OF ACCIDENT:

DESCRIPTION OF THE ACCIDENT: (Give details in your own words)

Diagram of the Accident

-W-

-N-

-S-

Signature ___________________________  Today’s Date ___________________________