What to do in case of an accident:

**REMAIN CALM:**
Stop and turn off ignition.

**ASSIST:**
Aid the injured.

**CALL 911**
Notify the police; call for ambulance if necessary.

**OBTAIN:**
Get all contact and insurance information of all involved parties.

**GET WITNESSES:**
Pass out and collect witness cards.

**REPORT:**
Describe and diagram accident.

**AVOID:** Do not discuss the accident with anyone other than police or a University representative. Do not accept or deny fault or offer to pay for damages.
### UNIVERSITY DRIVER INFORMATION

Name

Driver’s License #

Home Address

Department

Job Title

Home Ph. Work Ph.

### UNIVERSITY VEHICLE

UC Vehicle #

Vehicle License #

Year, Make, Model

Vehicle Owner

Describe Damage

### OTHER VEHICLE/DRIVER

Vehicle License #

Year, Make, Model

Driver Name Age

Driver’s License #

Address

Home Ph. Work Ph.

### ACCIDENT DETAILS

Date and Time

Accident Location (Address/area)

Road Conditions

Weather Conditions

Traffic Conditions

Speed Limit

How Fast Were You Driving?

Est. Speed of Other Vehicle

Were Your Lights On? Were Other Car’s Lights on?

Were You Using a Cell Phone or Other Electronic Device?

Yes No

### AUTHORITY CONTACTED

Police Report Made? Yes No

Name and Address of Investigating Agency (e.g. UC Merced Police, Merced City Police, CHP, etc.)

Officer Name

Badge #

Report #

Citation Issued? Yes No

If yes, against whom?

### SIGNATURES

University Driver

Date

Driver’s Supervisor

Date

Submit this completed form to Fleet Services as soon as possible.