



Fleet Services

UNIVERSITY OF CALIFORNIA, MERCED
P. O. BOX 2039
MERCED, CALIFORNIA 95344
(209) 228-2277

Driver's Accident Reporting Process

When an accident happens, STOP and REMAIN CALM!

Read and follow these instructions:

1. Aid the injured.
2. Call 911. Notify the police; call for ambulance if necessary.
3. Obtain the NAME, AGENCY NAME & ADDRESS and BADGE NUMBER of Investigating Police Officer.
4. Obtain facts about the other vehicle(s):
 - a) License Number(s); Year, Make, and Model
 - b) Registered Owners(s) Name and Address
 - c) Driver of other vehicle(s) Name and Address;
 - d) Name and address of Insurance Company covering other vehicle(s); Policy Number
 - e) Damage to other vehicle(s)
5. Obtain name and address of injured person(s).
6. Obtain name and address of passenger(s) in the other vehicle(s)
7. Obtain facts about other property damaged.
8. If a camera is available, take photos of the following:
 - a) Damage to your vehicle;
 - b) Damage to other vehicle(s);
 - c) Damage to other property;
 - d) Any landmarks or signage noting location of accident
9. GET NAMES AND ADDRESSES OF WITNESSES.
10. Describe accident by filling out the Property Loss Form and draw the accident diagram on the back of the form.
11. Contact Fleet Services
(209) 228-2277
12. Do not discuss the accident with anyone EXCEPT with Police, Campus Police, Fleet Services, Risk Services, or your Supervisor.
13. Do NOT accept or deny fault or offer to pay for damages.
14. Protect your vehicle and other property from further damage.
15. Refer to the Insurance tab and Letter of Exemption tabs in Fleet Services Reference Manual.
16. ALL accidents MUST be reported within 24 hours no matter how minor and regardless of who is at fault. Inform your supervisor immediately and report the incident directly to the University of California Merced claims administrator, by calling **1-800-416-4029**. Operators are available 24 hours a day, 365 days a year.