



Driver Accident Reporting Process

All accidents must be reported within 24 hours, regardless of severity or fault.

If an accident occurs, **stop immediately and remain calm**, then follow the steps below:

1. **Assist anyone who is injured.**
2. **Call 911** to report the accident and request medical assistance if needed.
3. **Obtain the investigating officer's information**, including name, agency, and badge number.
4. **Collect information from the other vehicle(s):**
 - Make, model, year, and license plate number
 - Registered owner's name and address
 - Driver's name and address
 - Insurance company name, address, and policy number
 - Description of damage to the vehicle(s)
5. **Obtain the names and addresses of any injured individuals.**
6. **Obtain the names and addresses of passengers** in the other vehicle(s).
7. **Obtain the names and addresses of any witnesses.**
8. **Document any other property damage.**
9. **Take photos of the scene, including:**
 - Damage to your vehicle
 - Damage to other vehicle(s)
 - Damage to any property
 - Landmarks or signage indicating the accident location

10. **Refer to the Insurance section** in the Fleet Services Reference Manual for the UC Certificate of Self-Insurance.
11. **Take reasonable steps to prevent further damage** to vehicles or property.
12. **Report the incident immediately** to UC Merced Fleet Services at fleetservices@ucmerced.edu
13. **Complete and submit the Accident Reporting Kit** to UC Merced Fleet Services within 24 hours.
14. **Do not admit or deny fault.**
15. **Do not offer to pay for any damages.**
16. **Do not discuss the accident** with anyone other than Police, Campus Police, Fleet Services, Risk Services, or your supervisor.