

UCSD AUTO ACCIDENT PROCEDURES

If you have been involved in an accident, remember to **STAY CALM** and follow these procedures carefully. Do not discuss the incident with the other involved parties. Do not admit or accuse fault.

INJURY ACCIDENT:

1. Secure the area around the accident with reflectors or flares.
2. Provide first aid or assistance to the injured.
3. Call 911 to notify the police or use a call box to notify the Highway Patrol.
4. Proceed to collect information required below.



MINOR NON-INJURY ACCIDENT:

1. If the vehicle is disabled, secure the area around the accident with reflectors. If not, proceed to a safe area out of the traffic flow.
2. Inspect the vehicle for damage; identify the areas of damage.
3. Inspect other involved vehicle(s); notice impact points.
4. Proceed to collect information required below.

INFORMATION REQUIRED Police Rpt # _____

Vehicle UC ID # _____ Driver _____ Birthdate _____
 Drivers license # _____ Exp. date _____ Department _____
 Supervisor _____ Supr.'s Phone ext. _____ Your ext _____
 Date of Accident _____ Time _____ Location _____

Please list passengers and/or witnesses and their addresses and phone numbers below:

Name	Address	Phone	Injured? Y or N
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other driver's name _____
 Address _____ City _____ State _____ Zip _____
 Driver's license # _____ Exp. date _____ Veh. license # _____
 Year/Make/Model _____ Insurer _____
 Policy # _____ Insurer's phone _____
 Registered owner _____ Phone _____
 Owner's address _____
 City _____ State _____ Zip _____

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