

# Guidelines If You Are In An Accident In A District Owned Vehicle

## **\*Call 911**

Driver will provide the following information to 911 Operator – **REMAIN CALM**

- Exact location
- Driver name
- Student/passenger injuries – DO YOU NEED MEDICAL ASSISTANCE??
- Injuries to other parties or damage to vehicles
- Property damage
- Brief description of accident

## **\*Call your Immediate Supervisor**

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## **\*When the Officer arrives**

Provide the vehicle registration, insurance card and your driver's license. Answer all questions. Do not assume responsibility or promise payment for any claim.

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1. Supervisor should contact Director of Support Services as soon as possible to report to the insurance carrier
2. Supervisor should complete and submit the [Vehicle Accident Investigation Form](#) to Director of Support Services within 24 hours of the accident.