

AUTOMOBILE ACCIDENT PROCEDURE

If an accident involving agency owned or rental vehicle has just occurred, take any emergency actions that are necessary and follow these steps:

1. Call 911 immediately so an official accident report will be prepared. Inform 911 of serious injuries that could require emergency equipment/personnel to be dispatched to the scene.
2. Obtain the following information to complete the Automobile Accident Report.

DEPARTMENT INFORMATION

DEPARTMENT NAME: _____ LOCATION CODE (if applicable): _____
 CONTACT PERSON (at location): _____ PHONE: _____ EMAIL: _____

ACCIDENT INFORMATION

DATE/TIME OF INCIDENT: _____ POLICE CONTACTED? YES NO REPORT #: _____
 LOCATION OF ACCIDENT: _____ CITY & STATE: _____
 DESCRIPTION OF ACCIDENT: _____

INSURED VEHICLE INFORMATION

DRIVER'S NAME: _____ DRIVER'S LICENSE #: _____
 ADDRESS: _____ CITY & STATE: _____
 HOME PHONE: _____ WORK PHONE: _____
 NAME OF DRIVER'S IMMEDIATE SUPERVISOR: _____ PHONE #: _____
 VEHICLE YEAR / MAKE / MODEL: _____ PLATE #: _____ VIN: _____
 DESCRIBE DAMAGE: _____
 PASSENGER NAMES: _____
 WAS ANYONE CLAIMING INJURY / WHO: _____ DESCRIBE INJURY COMPLAINTS: _____

OTHER VEHICLE INFORMATION #1 (IF APPLICABLE)

OTHER DRIVER'S NAME: _____ HOME PHONE: _____ WORK PHONE: _____
 ADDRESS: _____ CITY & STATE: _____
 VEHICLE YEAR / MAKE / MODEL: _____ PLATE #: _____ VIN: _____
 OTHER VEHICLE INSURANCE COMPANY: _____ POLICY #: _____
 DESCRIBE DAMAGE: _____
 PASSENGER NAMES: _____
 WAS ANYONE CLAIMING INJURY / WHO: _____ DESCRIBE INJURY COMPLAINTS: _____

NOTE: If there are additional vehicles, use a separate page to provide all vehicle information.

WITNESS INFORMATION (IF APPLICABLE)

WITNESS NAME: _____ EMAIL: _____
 ADDRESS: _____ CITY & STATE: _____
 HOME PHONE: _____ WORK PHONE: _____

NOTE: If there are additional witnesses, use a separate page to provide all witness contact information.

PLEASE SEND COMPLETED LOSS NOTICE TO:

Jonathan Dowd – EMAIL: jddowd@ksu.edu
 EMAIL: GGB.NRCClaimsCenter@ajg.com; ecyoung@ksu.edu and Cheryl_Kelley@ajg.com