

AUTOMOBILE ACCIDENTS

An *Automobile Accident Report* form, insurance information, and a pen should be kept in each parish vehicle.

If you are involved in an automobile accident:

- If anyone is injured, immediately obtain first aid or medical care; call 911 if necessary. Give details to the police
- Avoid moving the injured parties so as not to injure them further
- If you smell or see leaking gas, clear the area and call the fire department
- Cooperate with police in providing necessary information, but try not to make self-incriminating statements, such as taking the blame for the accident
- If another driver is involved, exchange information. Obtain the other driver's license number, license plate number, year, make and model of involved vehicle(s), registration, insurance agent's name, insurer, and policy number
- If possible, take photographs of the damage, positions of the cars, any skid marks, or any other evidence that may help document what happened
- Make note of the time of the accident, weather conditions, road conditions, visibility, traffic conditions, the speed of the cars involved, and how the accident happened
- Ask the investigating officer where and how you can obtain a copy of the police report
- Complete the *Automobile Accident Report* form and submit it to the Risk Management Office as soon as possible

- A police report does not satisfy or remove your requirement to file an accident report with DMV, you may also need to file an Oregon Traffic Accident and Insurance Report (Form 735-32) with DMV within 72 hours when:
 - Damage to the vehicle you were driving is over \$1,500,
 - Damage to any vehicle is over \$1,500 and any vehicle is towed from the scene as a result of damages from this accident,
 - Injury or death resulted from this accident, or
 - Damage to any one person's property other than a vehicle involved in this accident is over \$1,500.