If You Are Involved In An Incident

- **Stop at once!** Check for personal injuries and send for an ambulance, if needed. Do not leave the scene, but ask for the assistance of bystanders.

- **If fire or smoke is present,** evacuate vehicle occupants to a safe location. If stalled on a railroad track, evacuate occupants to a safe location away and at a right angle from the tracks.

- **If fire, smoke or spilled fuel is present,** send for the fire department. Do not leave the scene; ask a bystander to call the fire department. If possible, use a spill kit to absorb the spill.

- **Protect the scene.** Set emergency warning devices to prevent further injury or damage. Secure your vehicle and its contents from theft.

- **Secure the assistance** of the police whenever possible. Record names and badge numbers.

- **Record names, addresses and phone numbers** of all witnesses injured and driver(s) and their passengers. Record vehicle license numbers.

- **Do not argue!** Make no statement except to the proper authorities. Sign only official police reports. Do not make statements regarding the operating condition of your vehicle and do not admit fault.

- **Report the incident to your dispatcher/supervisor IMMEDIATELY** after first aid has been given, authorities have been notified, the scene has been protected and you are able to do so.

- **Complete the incident report** at the scene as thoroughly as possible. Exchange insurance information only with other involved driver(s).

- **If you strike an unattended vehicle** and can not locate the owner, leave a note with your name and the company's address and phone number, get the vehicle description, VIN number, and license plate number.
When reporting this accident, you will need information specific to the incident. Complete the Driver's Report of Accident in this brochure, and follow the reporting instructions listed on the back of your Insurance Identification card.

The driver can always contact Travelers directly to call in the loss, which is the quickest way. Toll free number is 1-800-238-6225.

- 1 - Take precautions necessary to protect the scene of the accident from further accidents.

- 2 - Call the police. If someone is injured, request medical assistance. If fire is involved, request fire department aid.

- 3 - Answer police questions. Give identifying information to other party involved, but make no comments about assuming responsibility.

- 4 - Complete the DRIVER'S REPORT OF ACCIDENT portion of this brochure. You will need this information later for state and insurance reports.

- 5 - As soon As possible, report the accident to the proper authorities and to your Customer Service Unit.

NOTES

- Call the police. If someone is injured, request medical assistance. If fire is involved, request fire department aid.

- Answer police questions. Give identifying information to other party involved, but make no comments about assuming responsibility.

- Complete the DRIVER'S REPORT OF ACCIDENT portion of this brochure. You will need this information later for state and insurance reports.

- As soon As possible, report the accident to the proper authorities and to your Customer Service Unit.
**DRIVER'S REPORT OF ACCIDENT**

### ACCIDENT INFORMATION

**DATE OF ACCIDENT**

**TIME OF ACCIDENT** AM

PM

**PLACE OF ACCIDENT (ST. OR HIGHWAY, CITY OR TOWN & STATE)**


**DESCRIPTION OF ACCIDENT**


### INJURED PERSONS - Describe the apparent injuries

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Age**

**Sex**

**F**

**M**

**Injured was**

**Driver**

**Passenger**

**In Other Vehicle**

**Pedestrian**

**Description of Injury**

### YOUR VEHICLE INFORMATION

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Plate No</th>
<th>ST</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>YIN (VEHICLE I.D. NO.)</th>
<th>COLOR</th>
</tr>
</thead>
</table>

**OWNER OF VEHICLE**

**OWNER'S ADDRESS**

**DRIVER'S NAME**

**TELEPHONE**

### DESCRIPTION OF DAMAGE

### LOCATION OF VEHICLE (NAME, PHONE, ADDRESS)

### WITNESSES

It is important to get as many as possible!

1. **Name**
   - Telephone No
   - Address

2. **Name**
   - Telephone No
   - Address

3. **Name**
   - Telephone No
   - Address

### OTHER VEHICLE INFORMATION

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Plate No</th>
<th>ST</th>
</tr>
</thead>
</table>

**Owner of Vehicle**

**Owner's Address**

<table>
<thead>
<tr>
<th>Insurance Company</th>
<th>Policy Number</th>
</tr>
</thead>
</table>

### DAMAGE TO PROPERTY - Describe nature of damage

**Owner's Name**

**Telephone No**

<table>
<thead>
<tr>
<th>Address</th>
<th>Damaged Property</th>
<th>Extent of Damage</th>
</tr>
</thead>
</table>

**Damaged Property**

**Extent of Damage**

### POLICE OFFICER ASSISTING

<table>
<thead>
<tr>
<th>Were Police Notified?</th>
<th>Police City</th>
<th>Police Precinct</th>
<th>REPORT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>State</td>
<td></td>
</tr>
</tbody>
</table>

**POLICE OFFICER'S NAME**

**BADGE NO.**

**WAS ANYONE CITED?**

**No**

**You**

**Other Driver**

**LOCATION OF VEHICLE (NAME, PHONE, ADDRESS)**

**Description of Damage**
Draw and accident sketch. Show label roadway, indicate number of lanes, direction of travel and signs. Number each vehicle and show direction of travel from point hazard was noticed to point of impact by a solid line and any travel after impact by dotted line.

Indicate direction

At what distance did you notice danger?

feet