

# If you are in an accident

# PROTECT YOURSELF

Guidelines to help you get through an accident



## 1 Stop Your Vehicle Immediately

## 2 Turn On Your Emergency Flashers

## 3 Put Out Triangles

Be sure at least one warning signal (triangle, flare, etc.) can be seen from all directions.

## 4 Help Any Injured Parties

DO NOT move anybody before medical help arrives. Cover the injured parties to keep their body temperatures stable; use appropriate first aid ONLY if you are trained to do so.

## 5 Notify Police

Use cell phone, ask a passerby to contact authorities, or use CB CHANNEL 9 to alert a patrol officer.

## 6 Take Photos

While waiting for the police to arrive, use a camera or cell phone camera to take as many photos as you can of the scene, skid marks, debris and vehicles from various angles.

## 7 Cooperate With Police

Give your name, address, company name and VIN to the proper authorities only. Do NOT discuss the facts of the accident with anyone else. Ask the officer for the report number.

## 8 Get the Names of Involved Parties and Witnesses

At a minimum, record the names and phone numbers of all parties involved and witnesses to the accident. If possible, obtain address, insurance and driver's license information.

## 9 If the Other Driver Admits Fault...

Ask the police to record that in their report, or if he/she insists that police not be called, request a signed and dated statement confirming fault.

## 10 Secure Your Vehicle

Take steps as needed to protect your vehicle from further damages or theft.

## 11 Contact Your Dispatcher

## 12 Call Your Local Insurance Agent or Contact SUA Insurance Company at 1-877-782-3291 to Report a Claim

## 13 Turn in Any Forms and Photos

As soon as possible, preserve any documents and digital media and provide them to your safety director and local insurance agent.

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# INSURED ACCIDENT REPORT

## Accident Details

### Company Driver #1

Date of Accident: \_\_\_\_\_  
Location of Accident: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Name of Driver: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_  
Driver's Address: \_\_\_\_\_  
Location of Damages to Vehicle #1: \_\_\_\_\_

#### Passengers:

Number of passengers in Vehicle #1: \_\_\_\_\_  
Name/Phone number(s) of passenger(s) in Vehicle #1:  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### Witnesses:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

#### Diagram/Facts of the Accident:

#### Police Report:

Police Report Number: \_\_\_\_\_

### Driver #2

Make/Model of Vehicle #2: \_\_\_\_\_  
Driver #2 Name: \_\_\_\_\_  
Driver #2 License Plate Number: \_\_\_\_\_  
Driver #2 Driver's License Number: \_\_\_\_\_  
Driver #2 Insurance Carrier/Policy #: \_\_\_\_\_  
Location of Damages to Vehicle #2: \_\_\_\_\_

#### Passengers:

Number of passengers in Vehicle #2: \_\_\_\_\_  
Name/Phone number(s) of passenger(s) in Vehicle #2:  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

### Driver #3

Make/Model of Vehicle #3: \_\_\_\_\_  
Driver #3 Name: \_\_\_\_\_  
Driver #3 License Plate Number: \_\_\_\_\_  
Driver #3 Driver's License Number: \_\_\_\_\_  
Driver #3 Insurance Carrier/Policy #: \_\_\_\_\_  
Location of Damages to Vehicle #3: \_\_\_\_\_

#### Passengers:

Number of passengers in Vehicle #3: \_\_\_\_\_  
Name/Phone number(s) of passenger(s) in Vehicle #3:  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

Call your local insurance agent or contact SUA Insurance Company at  
1-877-782-3291 to report a claim.

