



PLEASE KEEP THIS CHECKLIST IN ANY VEHICLE YOU MAY DRIVE FOR CFC

Auto Accident Requirements Checklist

The following information **MUST** be obtained:

- ☐ All accidents involving vehicles owned by CFC, or vehicles being used for CFC purposes, must be reported as soon as possible to your supervisor and Human Resources.
- ☐ Make no comment regarding the fault of either party
- ☐ Time and Place of Accident.
- ☐ Name, Address and Phone Number of other party(ies) involved.
- ☐ The driver's license number and expiration date of other party(ies) involved.
- ☐ Their insurance company information.
- ☐ Name, address and phone number of any passengers in the other car(s).
- ☐ Name, address and phone number of any witnesses (Ask them to stay to talk to the police. If they insist on leaving, ask them to write down what they saw or to tell you what they saw - write everything down).
- ☐ The description of all vehicles involved (car's make, year, model, license plate number and expiration date, and vehicle identification number).
- ☐ The name, address, telephone numbers, and insurance company information of the other car's legal and registered owner(s), if the driver does not own the car.
- ☐ Our employee's description of the accident.
- ☐ Insurance Company and/or Agent of other parties involved.
- ☐ Try to identify people at the accident scene, even if they will not give their names (For example, if a man who saw the accident drives off, take down his license plate number. Law enforcement officials can trace the owner's name and address).
- ☐ Contact local authorities
- ☐ The name and badge number of the law officer who comes to the accident scene. Ask the officer where and when you can get a copy of the accident report.
- ☐ Make a simple diagram of the accident. Draw the positions of both cars before, during, and after the accident. If there are skid marks on the road, pace them off. Draw them on the diagram, noting the distance they cover. Mark the positions of any crosswalks, stop signs, traffic lights, or streetlights.
- ☐ If you have a camera with you, take pictures of the scene.
- ☐ Make notes on weather and road conditions. If the accident happened after dark, say whether streetlights were on. Estimate your speed and the other driver's speed. Be sure to note the exact time and place the accident happened.
- ☐ Complete an Incident Report (form 9004a) and/or report it in extendedReach if a client was involved in the accident.

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