ACCIDENT FACTS

1. When and Where		
Date	Time	M.
City	State	
2. Parties Involved		
Our Driver: Name		
Driver's License No.		
Telephone No.		
Address		
City	State	
Vehicle		
Year License Plate No.	Model	Type
State		
Describe Damage (Wh	nat and How)*	
Owner of Other Vehic	le or Pedestrian:	
Telephone No.		
Address	C+ +	
	and Street	
	State	
Policy No.		

3. Conditions

_	MY VE	HICLE	OTHER V	EHICLE
Driving on				
What Street				
How Fast				
In What				
Direction				
Signal Given				
Lights On				
Condition	Dry	Wet/Muddy	Snowy	lce
of Street				
(please check one)				

5. Polic	e Inves	tigation
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Notified Policup	odated o	8/2008 tjh	
	YES		NO
Department			
Badge No.(s)			
Arrests or Citat	ions		
	You		Other Driver

4. Injuries* (If anyone is hospitalized, list name and location of hospital..)

OTHER VEHICLE:		
Name	Name	
Phone No.	Phone No.	
Address	Address	
Hospital	Hospital	
PEDESTRIAN:		
Name	Name	
Phone No.	Phone No.	
Address	EFFECTIVE DATES: 7/1/08 - 7/1/09	
Hospital	Hospital	
MY VEHICLE:		
Name	Name	
Phone No.	Phone No.	
Address	Address	
Hospital	Hospital	

^{*}List Additional Information on Reverse Side.

6. Witnesses (Please List)

Name	Address	Phone

8. Additional Information

		_

7. Diagram of Accident Scene



AUGUSTANA COLLEGE

AUTOMOBILE ACCIDENT GUIDE

updated o8/2008 tjh

What to do When an Accident Happens:

STOP. Determine extent of injuries/damage & Obtain medical help if needed

Call the police if warranted or if required by State/Local laws

Get the facts. Use this guide to record the key information

Report the facts to Business Office ASAP 309 -794-7203

DO NOT admit fault. Discuss the facts or give statents only to the police or our rep.

POLICY NUMBER:

1E3-09-86

EFFECTIVE DATES: 7/1/08 - 7/1/09

EMPLOYERS MUTUAL COMPANY

Use this guide to record the essential details of the accident at the scene.

TELEPHONE THE BUSINESS OFFICE even if:

- * it isn't serious
- * it wasn't your fault
- * you don't have all the facts
- * it is after normal business hours

Keep this guide in your vehicle rental packet or glove compartment and available for immediate reference in case you have an accident.