



## ■ Accident Reporting Procedures

### IN THE EVENT OF A COLLISION WITH ANOTHER VEHICLE OR OBJECT, TAKE THE FOLLOWING STEPS:

1. Stop your vehicle and turn off the ignition
2. Check for injuries to persons in your vehicle, the other vehicle or pedestrians
3. Close off the scene with flares or emergency markers
4. Call the police/emergency service using 911 or other local number
5. Exchange information: see right column and complete
6. Take Photographs
7. Call your employer and follow company procedures, or for immediate claim reporting, call Risk Strategies Claims at 800.363.0067 or email: [claims@risk-strategies.com](mailto:claims@risk-strategies.com)



### ACCIDENT DETAILS

Name & Driver license number of other vehicle

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Insurance Company & Policy Number of the other vehicle

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Date/time

Location

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Accident Details

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Speed of Vehicles

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Weather/road/traffic conditions

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Witness information

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Injured person's name & address

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