



# Vehicle Accident Report

TEXAS CHRISTIAN UNIVERSITY

Return to:

TCU Risk Management, Box 297110

Secrest-Wible Bldg, Rm. 115

817-257-7778

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## TCU OWNED-VEHICLE/RENTAL-VEHICLE INFORMATION

Department name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Driver's name: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_ D.L. Number \_\_\_\_\_ Is the vehicle: \_\_\_\_\_ owned \_\_\_\_\_ rented

Vehicle make/model: \_\_\_\_\_ Vehicle license plate: \_\_\_\_\_ Rental Company: \_\_\_\_\_

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## OTHER VEHICLE INFORMATION

Driver #1 Name: \_\_\_\_\_ Phone: \_\_\_\_\_ DL#: \_\_\_\_\_

Vehicle make/model: \_\_\_\_\_ Color: \_\_\_\_\_ License plate: \_\_\_\_\_

Insurance company: \_\_\_\_\_ Agent/contact number \_\_\_\_\_

Driver #2 Name: \_\_\_\_\_ Phone: \_\_\_\_\_ DL#: \_\_\_\_\_

Vehicle make/model: \_\_\_\_\_ Color: \_\_\_\_\_ License plate: \_\_\_\_\_

Insurance company: \_\_\_\_\_ Agent/contact number: \_\_\_\_\_

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## ACCIDENT INFORMATION

Date of Accident: \_\_\_\_\_ Approx. time: \_\_\_\_\_ Were pictures taken (✓): \_\_\_ yes \_\_\_ no

Street address/Road : \_\_\_\_\_ City/County: \_\_\_\_\_ State: \_\_\_\_\_

Describe what happened:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe other property/vehicle damage: \_\_\_\_\_

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## Witness/Passenger Information

1. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

4. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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## Medical Information

Were there injured (✓): \_\_\_ yes \_\_\_ no Number of injured: \_\_\_\_\_ Was an ambulance required (✓): \_\_\_ yes \_\_\_ no

Name of the ambulance service: \_\_\_\_\_ Emergency hospital(s) used: \_\_\_\_\_

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## Law Enforcement Information

Reporting Law Enforcement Agency: \_\_\_\_\_ Report Number: \_\_\_\_\_

Reporting Officer: \_\_\_\_\_ Badge Number: \_\_\_\_\_

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**Additional Information:**

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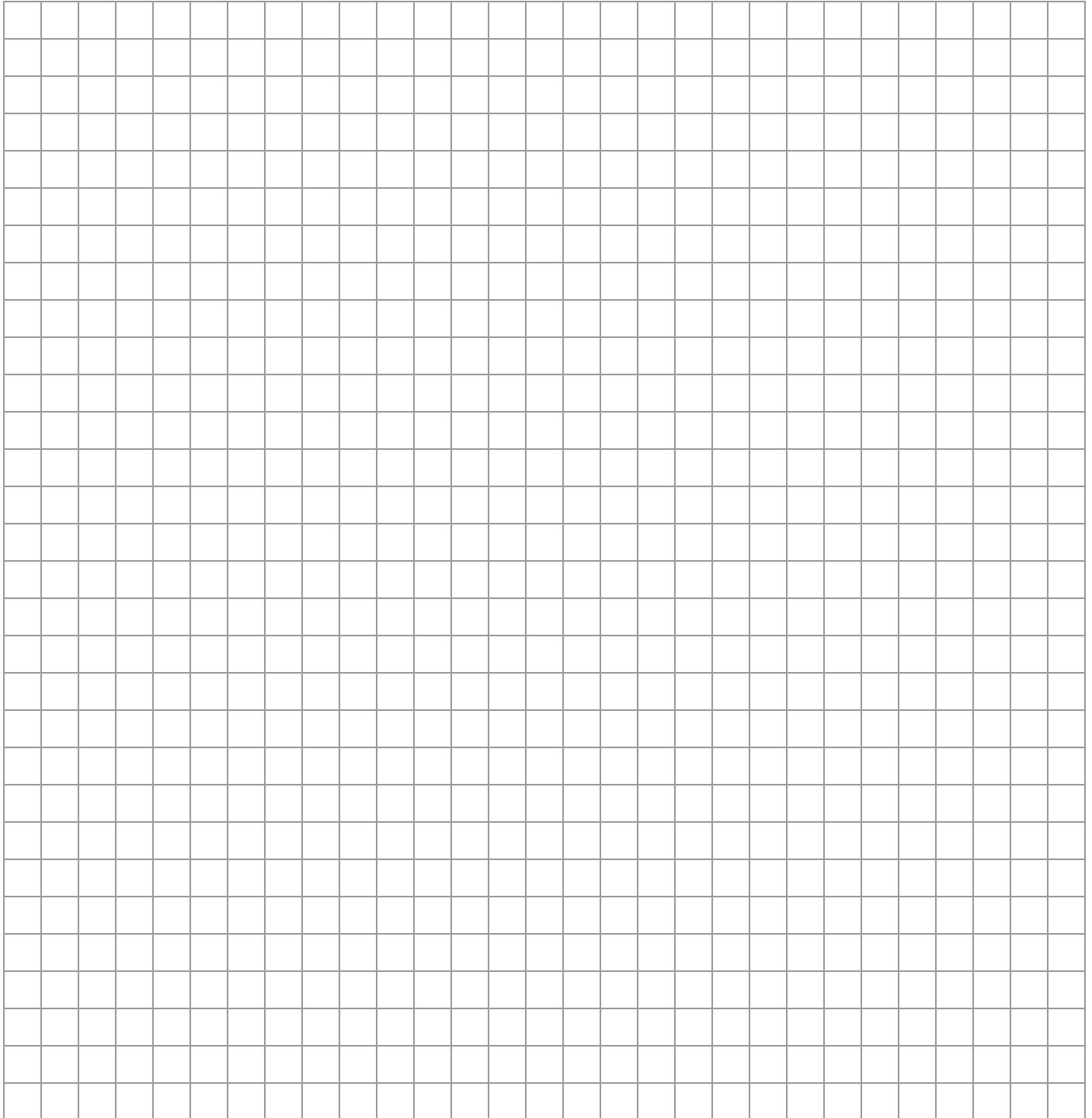
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**Diagram of Accident:**



## What To Do

1. Stay calm. The first priority is to attend to any injured parties.
  - A. Contact EMS personnel by cellular phone or by requesting help from other drivers.
    1. For an on campus incident, first call Campus Police at x7777.
    2. For an off campus incident, call 911.
2. Do *not* argue, admit liability, or disclose insurance coverage limits.
3. Report all accidents immediately to the appropriate law enforcement department.
  - A. If the accident is **on** campus, notify the TCU Police Department for accident investigation.
  - B. If the accident is **off** campus, notify the governing police or sheriff's department.
4. Exchange driver's license, vehicle, and insurance information. Obtain as much information as possible to complete this form, if possible, at the time of this accident.
5. Obtain witness information, if possible.
6. Obtain responding police officer's name, badge number *and* report number. Determine when and where accident report will be available.
7. Do not leave the accident site, until cleared to do so by local law enforcement.
8. Report all accidents as soon as possible to the TCU Risk Management department. (817.257.7778).
  - A. If the accident occurs after normal working hours and involves *only* property damage, then contact the Risk Management department the next working day.
  - B. If an injury is involved, contact Risk Management *immediately* at 817-312-1091 or 817-312-1089.
9. **Cameras**. If you have a camera –or a cellular phone with a camera feature -- pictures can save a lot of writing and help in verifying or identifying accident victims, witnesses, etc. If possible:
  - A. Take pictures of all of the vehicles involved in the incident. Often times, pictures can be taken to include the license plates of the vehicles ensuring that positive identification can be made.
  - B. Include a picture of the overall scene to help in explaining the accident site at a later date.
  - C. Take pictures of property, other than vehicles, that might be damaged.