

ACCIDENT INFORMATION:

Date of Report: _____ Time: _____ AM/PM _____

Location of Accident: _____

Involved driver Name: _____ Truck#: _____

Trailer#: _____ Loaded: _____ Y/N Driver Phone: _____

Injuries: REG Driver: _____ Ambulance Transported: _____

Injuries: Others: _____ Ambulance Transported: _____

How many occupants of other vehicle (s) _____

Vehicles towed??? REG _____ By: _____

Other: _____ By: _____

Citation: REG driver _____ Y/N

Accidents reported during regular business hours should be sent to Claims Department. This information should be taken at the time of incoming call of accident and passed along to appropriate department.

Accidents happening after hours or weekends, that have significant damage, or injuries, should be sent to Claims "On Call". This should be by direct contact and not just forwarding the call. Make sure you have an answer from Claims, before transferring the call.

Parking lot incidents with minor damage and no injuries need to be sent to or handled by After Hours and the claim will be followed up on by the Claims Department the following morning.

RE Garrison Policy States: Get the required information above, for the purpose of knowing how to handle the situation. When you have the information and decide who to inform of the issue, follow up to verify everyone is taken care of. Time is of the essence when dealing with an accident with injuries or threat of litigation.

Signature _____

Date: _____