

ACCIDENT, THEFT AND CLAIM REPORTING

1. Stay calm and check for injuries.
2. Authorized driver must immediately report any accident or theft to law enforcement authority for jurisdiction where accident or theft occurred.
3. Authorized driver must immediately report accident or theft to 877-253-5169 and mention FICURMA and your university/school's name; also contact your university/school's risk manager.
4. Get witnesses names and phone numbers.
5. Make notes about the accident scene, and photograph the accident scene/damages with a camera or camera phone if available.
6. Exchange insurance information with other parties, but DO NOT admit fault or discuss accident.
7. Discuss the accident ONLY with the investigating law enforcement agency and your university/school's risk manager.

DRIVER DETAILS

Driver's name _____
 Phone _____
 Address _____
 License plate _____
 Make _____ Model _____
 Number of passengers in vehicle _____
 Names of passengers _____

 Description of damage to vehicle _____

 Photos taken? Yes No

OTHER VEHICLE DETAILS

Driver's name _____
 Phone _____
 Address _____
 License plate and state _____
 Make _____ Model _____
 Insurance carrier _____ Policy # _____
 Number of passengers in vehicle _____
 Names of passengers _____

 Description of damage to vehicle _____

ACCIDENT FACTS

Date _____ Time _____ a.m. p.m. Road condition _____
 Location _____ City _____ State _____
 Your direction _____ Speed _____ Other vehicle direction _____ Speed _____
 Description of accident _____

 Police department _____ Officer's name _____

WITNESSES

Name _____
 Phone _____
 Name _____
 Phone _____

SKETCH OF SCENE