



## Arizona Department of Administration - Risk Management

### Accident Procedures

Form RMD 16-001- AP

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In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries, and obtain all pertinent information and report it accurately.

- Call for medical aid if necessary.
- Secure accident scene -- pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
- Call the police. All accidents, regardless of severity, shall be reported to the police. If the driver cannot get to a phone, write a note giving location to a reliable appearing motorist and ask for assistance in notifying the police.
- Record names and addresses of the other driver, witnesses, and occupants of the other vehicles, including emergency response personnel who respond to the scene.
- Complete the Risk Management Division Automobile Loss Report #RMO11; a copy shall be located in the Vehicle Accident Packet.
  - Pertinent information to obtain includes:
    - License number of other driver(s)
    - Insurance company name and policy number of other vehicles
    - Make, year, model of other vehicles
    - Date and time of accident
    - Overall road and weather conditions
- Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
- Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. Do NOT argue with anyone.
- Provide the other party with your name, address, phone number, driver's license number, and insurance information.
- If a state-owned-vehicle (SOV) is involved in a collision, experiences mechanical failure, or the vehicle is unsafe or inoperable, contact your Fleet Management office for towing instructions.
  - ADOA Fleet contact ADOT Equipment Services at (602) 712-7406 or call 1-877-800-8520.
- When leaving an SOV unattended, the operator shall secure the vehicle by rolling up all windows and locking all doors.
- Immediately report the accident to your supervisor and Fleet Management. Provide a copy of the Automobile Loss Report and written description of the accident to Fleet Management within 24 hours.
- Cooperate fully with any follow-up from your insurance company or Risk Management Claims personnel.