

UNIVERSITY OF CALIFORNIA

Santa Barbara



DRIVER'S ACCIDENT REPORTING PACKET

Contains:

- Witness Cards
- Important phone numbers
- Damage report form

**WHEN AN ACCIDENT HAPPENS
STOP, REMAIN CALM, READ &
FOLLOW THESE INSTRUCTIONS**

**Contact Sedgwick Claims Management IMMEDIATELY
1-800-416-4029**

1. Aid the Injured.
2. Call the Police.
On-campus accident: **UCSB Police 893-3446**
Off-campus accident: **911**
3. Obtain name and badge number of investigating police officer.
4. **GET WITNESSES:**
Pass out and collect at least two witness cards.
5. Obtain facts about other vehicle(s):
 - a) *License number(s)*
 - b) *Registered owner's name*
 - c) *Driver of other vehicle(s)*
 - d) *Name and address of insurance company covering other vehicle(s)*
 - e) *Damage to other vehicle(s)*
6. Obtain facts about injured person(s).
7. Obtain facts about other property damage.
8. If vehicle repair or replacement is needed contact:
Transportation Services
Office: 805-893-2924 or Garage: 805-893-8119
9. Complete **Transportation Services Damage Report**.

DO NOT DISCUSS THE ACCIDENT EXCEPT WITH POLICE, CAMPUS-HOSPITAL, RISK MANAGEMENT, TRANSPORTATION SERVICES OR YOUR SUPERVISOR.

DO NOT ADMIT LIABILITY OR OFFER TO PAY FOR DAMAGES.

PROTECT VEHICLE AND OTHER PROPERTY FROM FURTHER DAMAGE.

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Insured: The Regents of the University of California
Coverage: Self-Insured Automobile Liability Program
Effective: 7/1/1986
Expiration: Continuous
Risk Mgmt: 805-893-2860

Vehicle No. _____