

Accident Reporting

1. Emergency Dial 911
2. Contact the Police Department and remain at the scene until the police arrive if you are able to do so.
3. **Do not discuss Who is at Fault.** (State just the facts to the officer)
4. Contact your Supervisor immediately after an accident occurs
5. Contact Risk Management
6. When the police arrive, give them the facts of the accident as you believe they occurred
7. Complete the Section Below

Other Driver Information:

Name _____

Address: _____

Phone: _____

Name of Insurance Co _____

Policy Number _____

Insurance Agent _____

Injured: Name: _____

Address: _____

Phone: _____

Witnesses Name: _____

Address: _____

Phone: _____

City Insurance Information

Company: Interlocal Risk Financing Fund of North Carolina

Address: Po Box 1310 Raleigh NC 27602

DMV# z92

Policy # 95003-2008-00 (note middle number changes with the year)

Diagram (add Land Marks and Road Names)

