

VEHICLE ACCIDENT REPORT

Use this form to collect information for any vehicle accident. **ALSO** complete an Incident Report Form.

Program: _____ Crew Number: _____

Name of person filling form: _____

ACCIDENT INFORMATION

Date: _____ Time: _____

Accident Location: _____

Accident Address: (Street, City, State): _____

Ticket issued? YES NO Police/Sheriff Investigating: _____

Ticket issued to whom? _____ Police/Sheriff Contact Information: _____

Charge on ticket: _____

CONSERVATION LEGACY VEHICLE (Including Partner Agency and rental vehicle)

Vehicle Name/Number: _____ Color: _____

Year: _____ Make: _____ Model: _____

VIN: _____ License Plate & State: _____

Is this a partner vehicle? YES NO Partner Agency: _____

Is this a rental? YES NO Rental Agency: _____

Driver Name: _____ Driver DOB: _____

Driver's License # & State: _____

Driver's Address: _____

Did any occupants of this vehicle sustain injury? YES NO

OTHER VEHICLE

Driver Name: _____ Driver DOB: _____

Driver's License # & State: _____ Phone #: _____

Driver's Address: _____

Insurance Carrier: _____ Policy #: _____

Insurance Address: _____ Insurance Phone #: _____

Vehicle Year: _____ Make & Model: _____ Color: _____

VIN: _____ License Plate & State: _____

Did any occupants of this vehicle sustain injury? YES NO

WITNESSES

Name: _____ Contact Information: _____

Name: _____ Contact Information: _____

ACCIDENT DESCRIPTION

Describe the accident. Include names of passengers and events leading to accident.

Vehicle Accident Procedure

1. Make sure the scene is safe and care for patients.
2. Stay calm. Do not argue. Gather facts.
3. Call police to the scene as necessary.
4. Call your Conservation Legacy supervisor or On-Call number to report the accident and receive support.
5. Take the following photos of **every damaged vehicle and/or trailer**:
 - **1 photo** of the odometer(s) showing full current mileage.
 - **1 photo** of the VIN(s), located either under the driver's side corner of the windshield or on the sticker on the driver's side door panel.
 - **1 photo** from each of the 4 corners of the vehicle(s) from at least 5 feet away.
 - **4 photos** of the damage to the vehicle(s).
 - **necessary photos** of any property damage.
 - **necessary photos** of any environmental factors (ie. road ruts and poor drainage, tree and branch that fell on vehicle, etc.).
 - ****in the event of glass/windshield damage, no photos are needed.**
6. If other drivers are involved, exchange insurance and contact information.
 - Take a photo of the other driver's insurance card if possible.
 - If needed you can put the other driver in contact with your supervisor and your supervisor can put them in contact with Central Staff who manage vehicle accidents and our insurance carrier.
7. Work with your Conservation Legacy supervisor or On-Call staff member to decide steps moving forward (Do you need a new vehicle? Does your vehicle need to be towed? Etc.).
8. Fill out **Vehicle Accident Report** and **Incident Report Form** (physical copy or Salesforce entry).
9. Send the photos of the accident, Vehicle Accident Report, and Incident Report Form to your Conservation Legacy supervisor.