

# Automobile Accident Report

## DO NOT ADMIT FAULT

1. Stop immediately and pull to a safe location. Then, notify the police.
2. Determine if there are injuries and call for help, if needed.
3. Take pictures of the accident scene.
4. Exchange information with the other driver(s) and witness(es).
5. Do not make a statement of any kind or discuss the accident with anyone other than the police officer or your employer.
6. Return this completed form to your manager/employer.

### POLICY HOLDER INFORMATION

NAME: \_\_\_\_\_

INSURANCE CARRIER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

### INFORMATION ABOUT THE ACCIDENT

DATE OF ACCIDENT: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION OF ACCIDENT: \_\_\_\_\_

POLICE REPORT: YES NO

DESCRIPTION OF ACCIDENT: \_\_\_\_\_

### YOUR VEHICLE INFORMATION

NAME OF DRIVER: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_

STATE: \_\_\_\_\_

VEHICLE MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

VIN #: \_\_\_\_\_

DESCRIPTION OF DAMAGE TO VEHICLE: \_\_\_\_\_

### OTHER VEHICLE INFORMATION

NAME OF DRIVER: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_

STATE: \_\_\_\_\_

VEHICLE MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

LICENSE PLATE: \_\_\_\_\_

INSURANCE CARRIER: \_\_\_\_\_

POLICY NUMBER: \_\_\_\_\_

DESCRIPTION OF DAMAGE TO VEHICLE: \_\_\_\_\_

## INJURED PERSONS

NAME : \_\_\_\_\_  
EXTENT OF INJURY: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

NAME : \_\_\_\_\_  
EXTENT OF INJURY: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

NAME : \_\_\_\_\_  
EXTENT OF INJURY: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

NAME : \_\_\_\_\_  
EXTENT OF INJURY: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

## WITNESSES

NAME : \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

NAME : \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

NAME : \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

**California law requires** *traffic* accidents on a California street/highway or private property to be reported to the Department of Motor Vehicles (DMV) within 10 days if there was an injury, death *or* property damage in excess of \$1,000. Untimely reporting could result in DMV suspending a driver license. Accidents involving vehicles *not required to be registered* such as an off-road vehicle (OHV), implement of husbandry, or snowmobile or occurring on a military base **or** occurring on the driver's *own* property involving only the personal property of the driver *and* there was no injury or death are not reportable.

The law requires the driver to file the **SR 1 form** with the DMV **regardless of fault**. The report must be made in addition to any other report filed with a law enforcement agency, insurance company, or the California Highway Patrol (CHP) as their reports **do not** satisfy the filing requirement.



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