

# 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.** \_\_\_\_\_