

PLEASE DESCRIBE THE ACCIDENT
IN YOUR OWN WORDS.

DIAGRAM OF THE ACCIDENT

**RIVERSIDE
COMMUNITY
COLLEGE**

VAN ACCIDENT REPORT

When an ACCIDENT occurs...

1. **STOP AT ONCE** to investigate.
Help anyone who is injured.
2. **IDENTIFY YOURSELF**
Give your name, address, and drivers
License's number.
3. **WITNESSES**
IF there are any witnesses, get their
name, address, and phone number.
4. **POLICE**
Contact the local police officials; give
them details of the accident. Obtain any
reports which need to be completed.
5. **DO NOT DISCUSS THE ACCIDENT**
with anyone other than the police.
6. **PHONE YOUR SUPERVISOR** at ONCE
if there is personal injury or serious
property damage.
7. **COMPLETE THIS FORM**
IMMEDIATELY AND RETURN IT TO
THE FACILITIES OFFICE AS SOON
AS POSSIBLE.

DRIVER'S SIGNATURE **DATE**