UNIVERSITY FLEET VEHICLE ACCIDENT REPORT

WHAT TO DO IN CASE OF AN ACCIDENT:

☐ Stop immediately in a safe place.
☐ Call USC Department of Public Safety:
  213.740.6000 USC or 323.442.1200 HSC.
☐ If there are injuries, have someone call 911.
☐ Make no statements concerning the accident to anyone except the police officer. MAKE NO SETTLEMENT OFFERS.
☐ Exchange insurance information.
☐ Get the names, addresses, and phone numbers of the passengers and witnesses.
☐ Before leaving the scene, make sure you have all the facts, and have completed this form.
☐ Immediately send this completed form to:

USC Risk Management at uscrisk@usc.edu
Accident Date:                                             Time of Accident:      □ a.m. □ p.m.

Location of the accident:

Was this accident reported to the police? □ Yes □ No  If yes, report #

DESCRIPTION OF THE ACCIDENT:  (Give details in your own words)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

Diagram of the Accident

Show your vehicle and direction of travel as:  A  Show other vehicle and direction of travel as:  B

Show street names and traffic signs, i.e.,  and directional arrows  -N-

W                E

-S-

Signature of USC Vehicle Driver       Today’s Date