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 UPC 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.**
☐ Take pictures if you have a camera or cell phone camera. Hint: Take pictures of other driver’s insurance card, vehicle license plate & drivers’ license (Forward to USCRisk@usc.edu with copy of this form).
☐ 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)

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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

Example:

W

-S-

E

Signature of USC Vehicle Driver

Today’s Date