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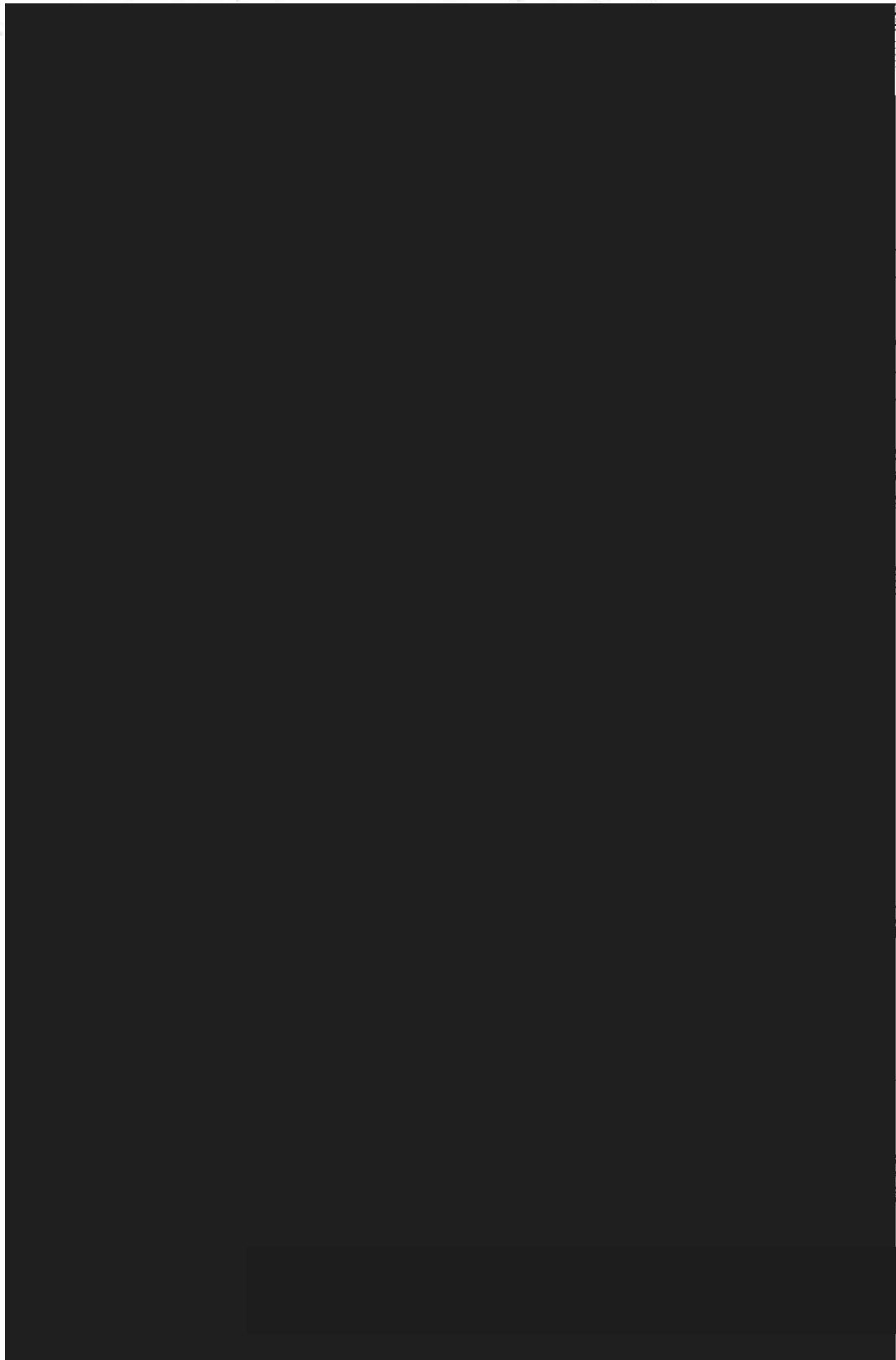
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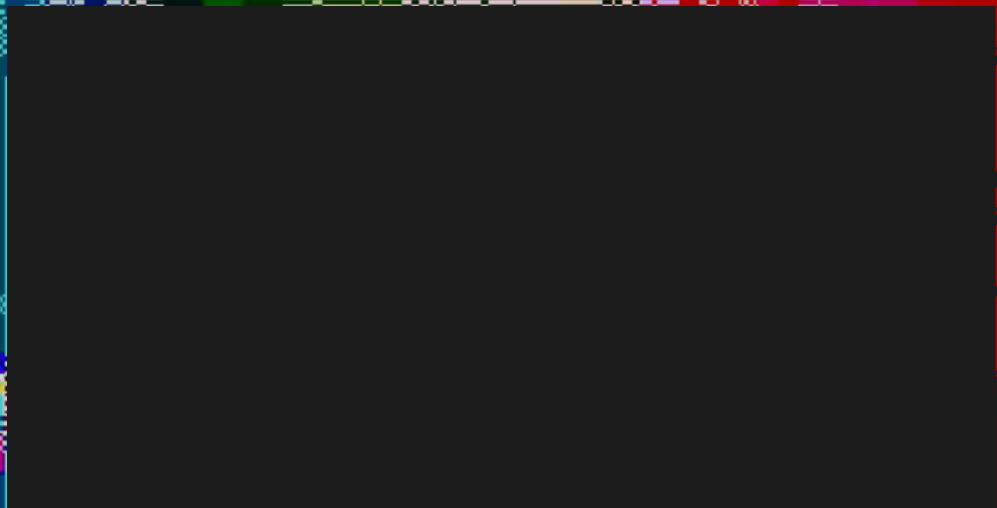
**1504 North Oak Street**

**Valdosta, GA 31698**

**(229) 293-6171**



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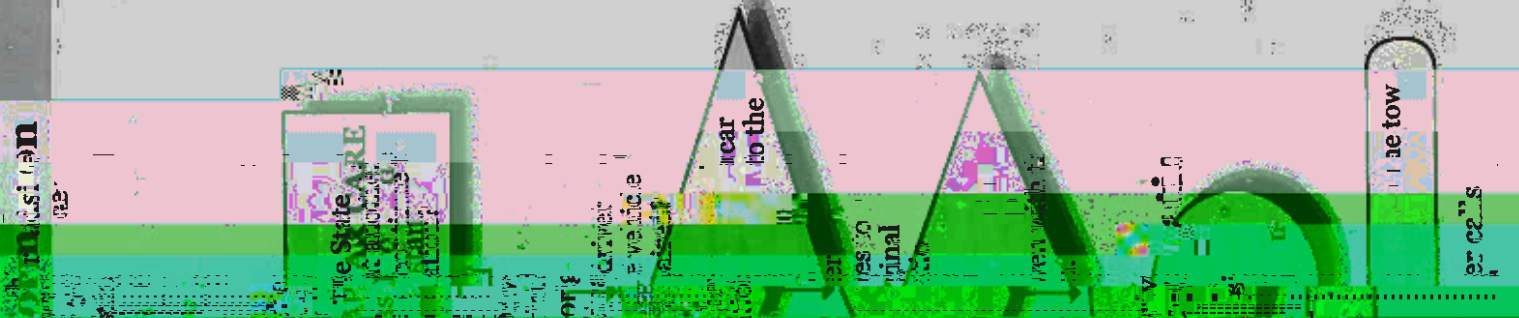
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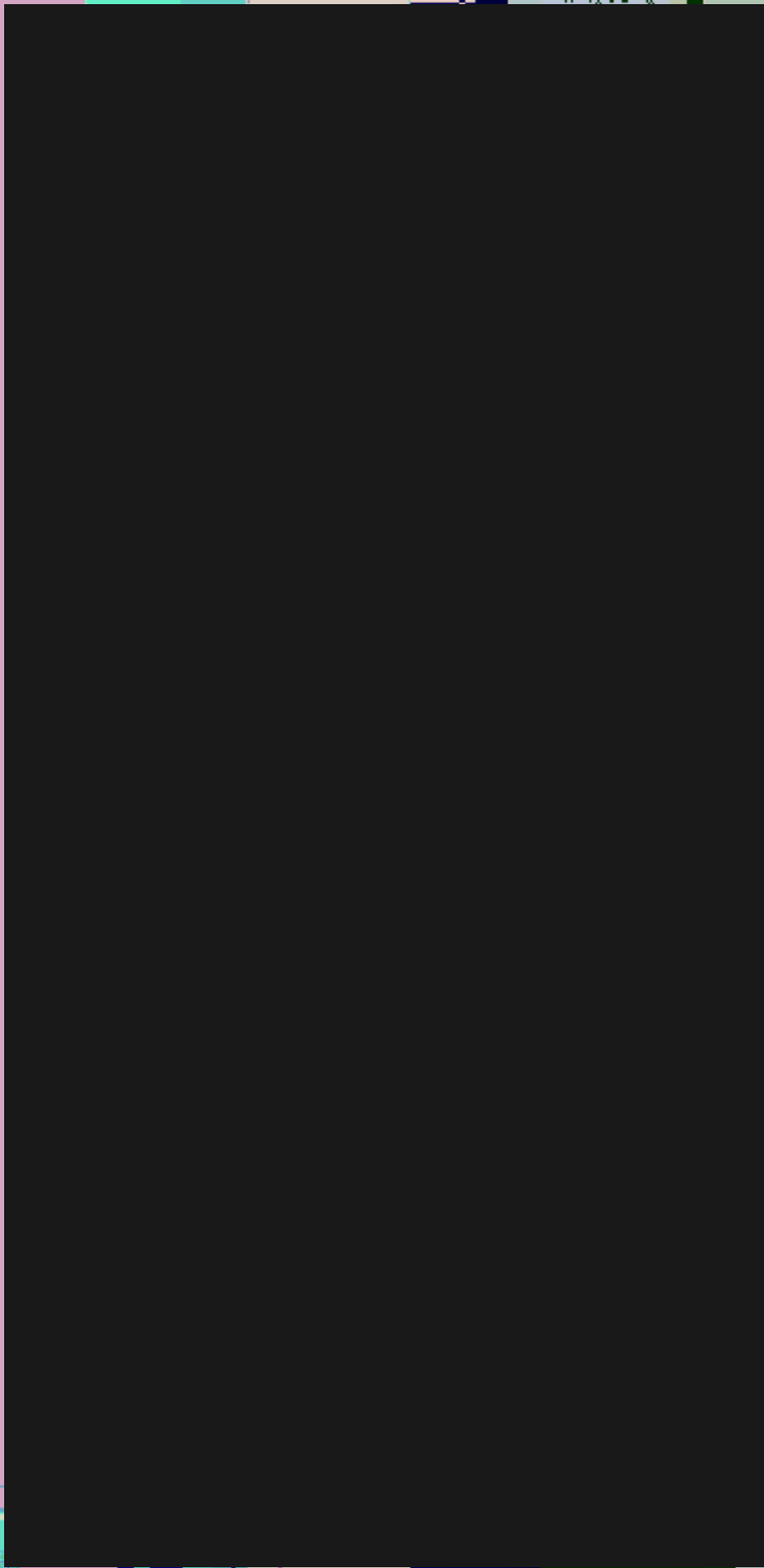
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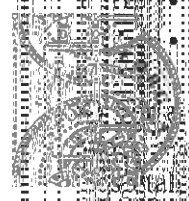
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## VALDOSTA STATE UNIVERSITY VEHICLE ACCIDENT REPORT

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If involved in a vehicle accident, please complete as much information as possible and fax to Risk Management (229) 333-2159 within 24 hours of incident.

### Accident Information

1. Date of Incident		2. Incident Time	
3. Incident Location		4. City and County	
5. Description of the incident (Direction each vehicle was traveling, weather conditions, and details of the accident. Continue on reverse if required)			
6. Police Authority Contacted		7. Officer's Name	8. Report #
9. Citation(s) Issued		10. To Whom	
11. State Vehicle Make Model Tag # VIN#		12. State Vehicle Driver Name Address  Home Phone Work Phone Department Injuries	
13. Other Vehicle (If more than one other vehicle is involved, put info on reverse) Make Model Tag # Insurance Co. Policy #		14. Other Vehicle Driver Name Address  Home Phone Work Phone Employer Injuries	
15. Passengers: If there were passengers in any of the vehicles, include the same information required for the vehicle driver on the reverse side.			
16. Witness Name Address  Phone		17. Witness Name Address  Phone	

**NAME** \_\_\_\_\_ **PHONE NUMBER** \_\_\_\_\_



**Accident Information Continuation Sheet**



## SUPERVISOR'S ACCIDENT FOLLOW

Supervisors are to complete this checklist and forward it to the Risk Management Services Division (RMS) within 2 work days of being advised of an on-the-job accident that occurred while driving on state business.

	<input type="checkbox"/> Weekly or more often <input type="checkbox"/> Infrequently

Meet with the Driver to discuss the details of the accident.

Did the driver meet the following requirements?     Yes     No

Obtain all necessary information at the scene	
Call loss into 1-877-656-7475 or ARI within 48 hours	
Respond to any acknowledgements or requests sent by DOAS RMS	
Obtain the police report, if requested, and forward to DOAS RMS	

Discuss appropriate corrective action, depending on whether the driver was cited for the accident.