APPENDIX

ACCIDENT REPORTING
PLEASE STAY SAFE

Call 911
- Assess/Secure Scene
- Reduce Hazards To Yourself/Other Motorist
- Take Photos
- Contact Insurance Company (Alliant) 312-455-1612

Collect Information
- Get Second Party Information
- Collect Police Report

Report Accident
- Contact Manager
- Contact Fleet Supervisor ssaustin1@cps.edu 773-703-4684
- Submit the following:
  * Plate Number
  * Photos
  * Police Report
  * Any Additional Info

DO NOT
- Do Not Admit Liability
- Do Not Make Any Promises
- Do Not Accuse The Other Driver of Fault
- Do Not Engage In Arguments About Fault
- Do Not Discuss The Accident

Remember
- Always Wear Your Seat Belt
- Obey Traffic Signals
- Don’t Text And Drive
- Drive The Speed Limit
- Share The Road