



Austin Auto Accident Reporting

- 1. Obtain medical attention as necessary**
- 2. Contact the police**
- 3. Secure your fleet vehicle and its contents**
- 4. If the accident involved another vehicle or person, document the following information**
 - Driver's name, address, telephone number
 - Name of vehicle owner
 - Vehicle license plate and registration number
 - Date, time, and location of the accident
 - Weather conditions
 - Name of injured, if applicable
 - Name(s) and badge number(s) of investigating officer(s)
 - Name and address of any witness or occupants of other vehicle(s) involved
 - Take photographs of the accident scene itself and the damage to all vehicles and/or equipment. Specifically note the damage that resulted from the accident.
 - Diagrams of the accident scene are helpful that note the position of the vehicles both before and after the accident and the layout of the accident scene
 - Immediately contact GE Fleet Accident Services at (800) 231-1044 (open 24/7) to report the accident. Use the same number to report theft, fire, or other damage to a company-owned or rented vehicle.
- 5. Immediately contact the Safety Department and your Supervisor**
- 6. Never express an opinion as to fault of liability. Never agree to any settlement on behalf of Austin and never sign any statements other than documents by police authorities. Do not discuss the limits of the insurance coverage.**
- 7. The accident report form (found on AustinNet) should be completed as soon as possible and forwarded to the distribution list on the form within 24 hours of the incident.**

