IF YOU HAVE AN ACCIDENT

Complete the following information

ACCIDENT FACTS

Date Time
City
Street
Intersection
Road Condition
Weather
How did the accident happen?
WITNESSES
Name #1
Phone
Address
City/State/Zip
Name # 2
Phone
Address
City/State/Zip

OTHER VEHICLE

Make/Model				
License Plate #				
Driver's Name				
Phone				
Address				
Driver's License #				
Name of Vehicle's Owner				
Phone				
Address				
Insured by				
Policy #				
Damaged Area				
Was anyone injured? Yes No				
DAMAGE TO YOUR VEHICLE				
DAMAGE TO OTHER PROPERTY				
Owner				
Phone				
Address				
Nature of damage				

ACCIDENT CHECKLIST

	Get help for the injured.
	List the damage to all vehicles and property. Take pictures if possible.
	Make no statements regarding the accident, except to proper authorities.
	Get names, addresses, phone numbers makes of vehicles, and license numbers of all other drivers, passengers, and witnesses. Be sure to get all other drivers' insurance information, including the name of the company, policy number, and contact information.
	Secure the assistance of a police officer whenever possible. It is strongly recommended that any district staff member involved in a motor vehicle accident seek assistance from the local authority. Notify your agent as soon as possible.
	Draw a sketch of the accident. (Space available on reverse side.)
	All claims must be reported as soon as possible to your supervisor and either your agent or SDIS at 800-305-1736 (Statewide) or 503-670-7066 (Tigard).



Administered by SDAO

PO Box 23879, Tigard OR 97281 <u>claims@sdao.com</u> 503-670-7066 | 800-305-1736 This brochure, provided by Special Districts Insurance Services, is designed to assist you in dealing with a vehicular accident. Please fill out the section below and place the entire brochure in your glove box. Contact your agent at any time to assist you in dealing with a motor vehicle accident.

EXPECT THE UNEXPECTED

No one plans to be in an accident, but if it does happen, it's easier if you are prepared. Please complete the following Agent Contact Information before placing this brochure in your vehicle.

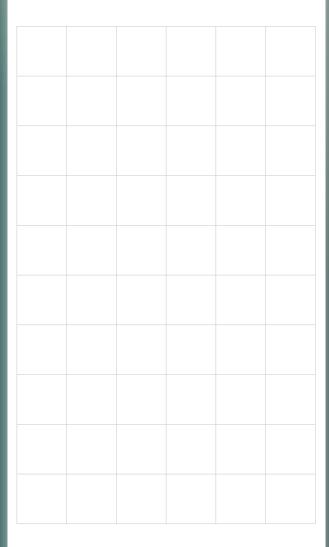
AGENT CONTACT INFORMATION

Agency:
Name:
Phone:
Address:
City/State/Zip:

Your insurance agent is a valuable source of information and is always willing to answer questions and assist you in obtaining the coverage that best meets your needs.

All claims must be reported as soon as possible to your supervisor and either your agent or SDIS. Claims staff can be reached at 503-670-7066 (Tigard) or toll-free at 800-305-1736 (Statewide).

SKETCH OF THE ACCIDENT





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IF YOU HAVE AN ACCIDENT

No one plans to be in an accident, but if it does happen, it's easier if you are prepared. To help, keep this handy form in your car.

