

CHECKLIST

- Determine Injuries
- Get Yourself Out of Danger
- Call 911
- Gather Important Information
- Document the Scene
- Avoid Liability Discussions
- Call a Tow Truck
- Call SISC
- See a Doctor
- Stay Organized
- Stay in Touch with SISC



Self-Insured Schools of California

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SISC

Self-Insured Schools of California
Schools Helping Schools

When An Accident Occurs



Self-Insured Schools of California
Schools helping Schools



California's roadways and highways are some of the busiest in the nation.

Whenever school district drivers are on the road in a vehicle, there's a risk of being involved in a traffic accident. The purpose of this guide is to help you after a traffic accident. The following is a list of what to do following an accident.

Determine Injuries

Never leave the scene of an accident, even a minor one. Your first priority is safety; everything else can wait. Make sure everybody is okay and get medical assistance if you or someone else needs it.

Get Yourself Out of Danger

If you're not injured and the accident was minor, drive your car to the side of the road so it doesn't block traffic. Turn on your hazard lights to alert other drivers to slow down. If the crash is more severe or if anyone is hurt, leave the vehicles where they are. Always be extra careful when getting out of your car.

Call 911

If it is a serious accident, always contact the police. When police arrive, note the officer's name, badge number, report number and contact information. Be sure to get a copy of the accident report in the days following the accident.

Gather Important Information

Use your cellphone to take pictures of documents or, with pen and paper, get the name, address, phone number and driver's license number of everyone involved in the accident. Then, gather all vehicle information including year, make and model, color and license plate number. Exchange insurance information with the other driver.

Document the Scene

Record as much detail about the accident as possible [using your phone's camera](#) and video features. Record the date and time of the accident, and photograph the entire scene of the accident and property damage. Note street names and the direction each vehicle was heading both before and after the accident.

Avoid Roadside Discussions about Responsibility

Simply gather information and document the accident. Do not discuss who may have caused the accident.

Call a Tow Truck

Depending on how much damage your car sustained, it may need to be towed to a body shop. If necessary, call a tow truck.

Call SISC

Report the accident to SISC right away so a claim can be set-up and an investigation can begin.

See a Doctor

Some injuries require immediate attention. However, if you experience pain or the need to seek medical attention after the date of your accident, please notify your supervisor.

Stay in Touch with SISC

Stay in contact with SISC after reporting an accident, and keep all your accident-related documents organized as you work with your insurance adjuster to process your claim.

Stay Organized

Designate a spot in your car to keep your registration, proof of insurance card, contact information and a list of key things you need to remember at the scene of an accident.



SISC

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BUS/VEHICLE ACCIDENT REPORT
"CONFIDENTIAL"

DISTRICT (INCLUDE POINT OF CONTACT, ADDRESS, TEL#)		ACCIDENT DATE	
		ACCIDENT LOCATION	
PHONE NO.:			
Email:			
DISTRICT DRIVER NAME	DRIVER PHONE NO.	VIN #	VEHICLE LICENSE NO.
YEAR	MAKE/MODEL		
DESCRIPTION OF ACCIDENT			
DESCRIBE DAMAGE TO DISTRICT BUS/VEHICLE (Please include pictures, if available)			
POLICE REPORT COMPLETED		CASE #	
YES NO			
OTHER VEHICLE			
DRIVER'S NAME	HOME PHONE	NAME & ADDRESS OF OTHER PARTY'S INSURANCE & POLICY #	
DRIVER'S ADDRESS, CITY, ST, ZIP		VEHICLE: YEAR, MAKE, MODEL	
BRIEFLY DESCRIBE DAMAGES TO OTHER VEHICLE OR PROPERTY			
INJURED PARTIES		PHONE	ADDRESS, CITY, ST, ZIP
ADDITIONAL WITNESSES OR INVOLVED PARTIES (USE ADDITIONAL SHEETS AS NEEDED)			

Employee Signature

Date

Reviewing Supervisor Signature

Date

Online fillable form can be accessed at <https://sisc.kern.org/pl/report-a-claim/>
Submit claim form to Property & Liability at:
sisc_pl@siscschools.org or via fax to (661) 636-4868
Questions? Call Lilia Beck at (661) 636-4495