

What to do If You Are Involved in an Accident

You're driving a district vehicle and involved in an accident. *Contact your Supervisor and School Police.*

- You must stop. Someone could be injured and need your help. If you don't stop, you may be convicted of "hit and run" and could be severely punished.
- If anyone is hurt call 9-1-1 • Move your vehicle out of the traffic lane, if no one is injured or killed. Be courteous.

Do not admit responsibility for, or discuss the circumstances of the accident with anyone other than the police or an authorized representative of the San Diego Unified School District.

Obtain the other driver's license, registration and insurance information, their current address and that of any other person or witness.

- Be prepared to exchange information. Make sure you have the current district evidence of financial responsibility card in your district vehicle glove box. • Be prepared to show your driver license, registration card, evidence of financial responsibility, and current address to the other driver or persons involved, or to any peace officer. • If you hit a parked vehicle or other property leave a note with your name and department contact information in the car or securely attached to the damaged property. Report all district vehicle accidents to your Supervisor and School Police.

An ACORD FORM must be completed for any accidents involving District Vehicles.

This form can be found on the Risk Management Web Page under FORMS.