

Accident Reporting Procedures

If your company vehicle has been damaged please do the following:

- Get help for the injured.
- File a police report. When reporting to police, follow the laws of the state in which the accident occurred.
- Complete all the information requested on this form before leaving the scene of the accident. Keep a copy for your records.
- Call FCA Claims (CEI) at 1-800-313-7448 with the completed information as soon as possible after the accident. Experienced claims specialists are available 24 hours-a-day, 7 days-a-week. Identify yourself as an employee of FCA.
- Call Gallagher Bassett Services, Inc. at 248-452-6050 with injury related questions, or questions concerning damage to a vehicle or property owned by third party.
- Comply with all FCA accident and fleet procedures.
- All vehicle repairs and paperwork must be completed by an authorized FCA dealer.

Eight things to do at the scene of an accident

1. **Watch Your Step.** Be careful not to walk into the path of oncoming traffic or into spilled fluids.
2. **Call the Police.** Call the police and request emergency medical help if needed. Report every accident. A police report can challenge someone who changes their story and files a claim against you.
3. **Don't Move Vehicles.** Unless the vehicles are blocking the roadway or endangering oncoming traffic or pedestrians, do not move them before the police and emergency teams arrive. Activate your flashers.
4. **Take Notes.** Record as much information as you can regarding all of the vehicles and people involved in the accident.
5. **Getting Your Vehicle Towed.** Don't let your vehicle be towed by an unknown driver to an unfamiliar repair shop. Don't authorize repairs or other charges on a towing receipt. Follow your fleet policy faithfully.
6. **Don't Accept Money.** Neither accept nor offer cash to settle the claim, regardless of how small. Otherwise, problems that come up later may be at your expense.
7. **Report the Accident.** Promptly report every accident to FCA Claims (CEI) at 1-800-313-7448.
8. **Before You Leave the Scene.** Check your notes, be sure you haven't forgotten anything. The more information you have, the more questions you can answer.

Be Prepared: No one wants to have an accident, but you should do your best to be prepared. Keep vital information in your wallet or in your vehicle. It's a good idea to have a camera, notepad and pencil on hand.

After the Fact: Some things will come to you after you've calmed down, or when you're relating the story to friends and family. Write it down.



ACCIDENT REPORTING PROCEDURES

KEEP IN YOUR VEHICLE, ACCESSIBLE AT ALL TIMES.

COMPLETE THIS FORM BEFORE LEAVING THE ACCIDENT SCENE AND BEFORE CALLING:

1-800-313-7448

We understand that a vehicle accident can be a stressful experience... your safety and convenience are our top priorities. FCA Claims (CEI) will help you every step of the way by arranging for towing (if necessary), identifying the closest approved repair facility, and managing the repairs.

Prior to Your Vehicle's Tow and /or Repair

Remove all company property and personal belongings from the vehicle. The repair facility is not responsible for lost or stolen property.

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REMOVE CARDS, KEEP ONE WITH EACH ELIGIBLE DRIVER OF THE FLEET VEHICLE

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24-HOUR ACCIDENT ASSISTANCE

1-800-313-7448



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COMPLETE THIS INFORMATION BEFORE LEAVING THE SCENE OF THE ACCIDENT.

Your Name _____
 Driver's License # _____ State/Prov. _____

YOUR VEHICLE (V-1)

Year _____ Make _____ Model _____
 License Plate # _____ State/Prov. _____
 Vehicle # _____ Mileage _____
 Vehicle ID # (VIN) _____
 Damage _____

OTHER VEHICLE (V-2)

Owner _____
 Driver _____ Age _____ M / F _____
 Driver's License # _____ State/Prov. _____
 Address _____
 City _____ State/Prov. _____ Zip _____
 Phone _____
 Year _____ Make _____ Model _____
 License Plate # _____ State/Prov. _____
 Vehicle ID # (VIN) _____
 Damage _____
 Insurance Company _____
 Policy # _____
 Agent's Name _____
 Phone _____ Fax _____

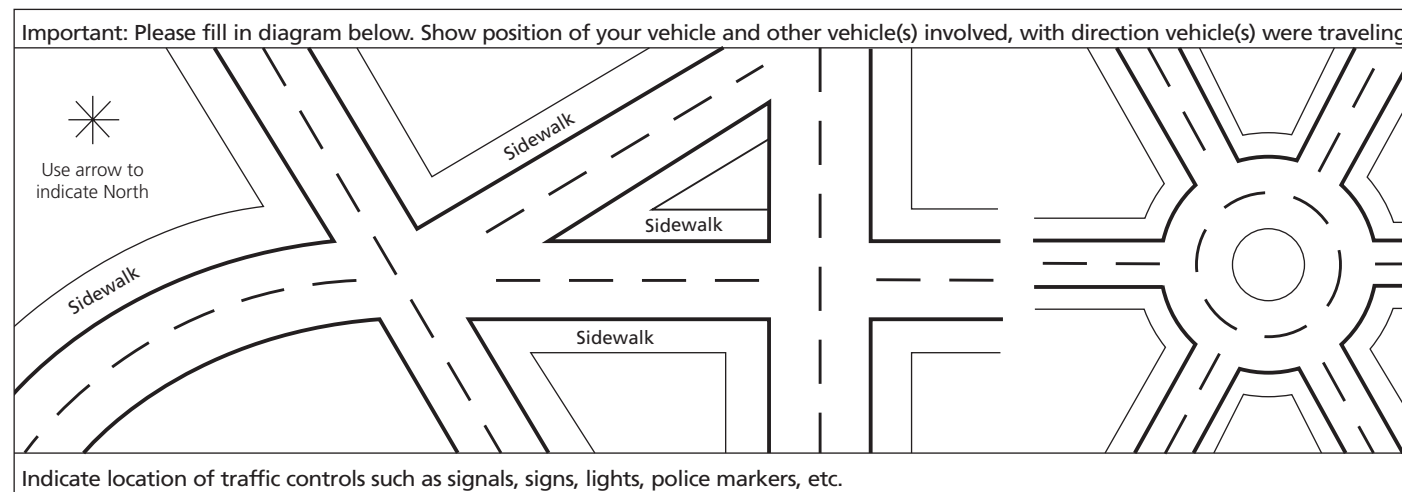
OTHER VEHICLE (V-3)

Owner _____
 Driver _____ Age _____ M / F _____
 Driver's License # _____ State/Prov. _____
 Address _____
 City _____ State/Prov. _____ Zip _____
 Phone _____
 Year _____ Make _____ Model _____
 License Plate # _____ State/Prov. _____
 Vehicle ID # (VIN) _____
 Damage _____
 Insurance Company _____
 Policy # _____
 Agent's Name _____
 Phone _____ Fax _____

ACCIDENT DESCRIPTION

PASSENGERS/WITNESSES

Name _____ Age _____ M / F _____
 Passenger: vehicle 1 2 or 3
 witness: passing motorist pedestrian
 Phone _____
 Name _____ Age _____ M / F _____
 Passenger: vehicle 1 2 or 3
 witness: passing motorist pedestrian
 Phone _____
 Name _____ Age _____ M / F _____
 Passenger: vehicle 1 2 or 3
 witness: passing motorist pedestrian
 Phone _____
 Name _____ Age _____ M / F _____
 Passenger: vehicle 1 2 or 3
 witness: passing motorist pedestrian
 Phone _____



INJURIES

Name _____ Age _____ M / F _____
 Vehicle 1 2 or 3 or pedestrian
 Phone _____
 Hospitalized No Yes
 If Yes, where? _____
 Extent of injuries _____
 Child No Yes Pregnant No Yes
 Fatality
 Name _____ Age _____ M / F _____
 Vehicle 1 2 or 3 or pedestrian
 Phone _____
 Hospitalized No Yes
 If Yes, where? _____
 Extent of injuries _____
 Child No Yes Pregnant No Yes
 Fatality

ACCIDENT INFORMATION

Date _____ Time _____ Day of week _____
 Street or Highway _____
 City/County _____
 State/Prov. _____
 Weather conditions _____
 Road conditions _____
 Traffic controls _____
 Speed limit _____ Traveling speed _____

POLICE INFORMATION

Was a police report taken? Yes No
 Department _____
 Phone _____ Report # _____
 Officer's Name _____ Badge # _____
 Citation(s) issued to you _____
 Citation(s) issued to other party(s) _____



CEI IS HERE TO HELP.
 In case of an accident, vandalism or weather damage, call CEI.
 We will arrange for all needed repair services.

- At the scene, remember these important points:**
- Do not admit fault.
 - Get help for the injured.
 - Write down all important information.
 - Do not accept money or agree to forget about the accident.
 - Call the police and obtain a police report.
 - Follow your employer's fleet accident procedures.
 - Do not drive your vehicle if you feel it is unsafe.

Your employer has selected CEI to provide you with the best possible driver services.

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X _____
 Driver's Signature