



Utah Risk Management Agency  
 502 East 770 North, Orem, Utah 84097  
 Phone: 801-225-6692  
 Email: [auto@utahrisk.org](mailto:auto@utahrisk.org) Website: [www.utahrisk.org](http://www.utahrisk.org)

# VEHICLE ACCIDENT REPORT FORM

(Submit to supervisor within 1 day of accident)

When an Accident Occurs:

Do this First	Do Not Say	Before You Leave the Scene
<ul style="list-style-type: none"> <li>Get to Safety – STAY SAFE!</li> <li>Check for Injuries</li> <li>Provide First Aid</li> <li>Call 911</li> <li>Report Accident to Supervisor and URMA</li> </ul>	<ul style="list-style-type: none"> <li>“It’s my fault”</li> <li>“My Insurance will pay for it”</li> <li>“I have full coverage”</li> </ul>	<ul style="list-style-type: none"> <li>Get all the information you can</li> <li>Take pictures from all angles</li> <li>Cooperate with law enforcement</li> <li>You may have additional requirements - ask your supervisor</li> </ul>

Accident Details:

Date		Time		AM/PM
Location of Accident				
Weather/Road Conditions				
Accident Details				

Damage Descriptions:

Your Vehicle	Other Vehicle
Towing Company Name & Phone Number	Towing Company Name & Phone Number

Other Driver/Vehicle Information:

Driver’s Name			
Driver’s Address			
Driver’s Phone			
Vehicle Make			
Vehicle Model & Year			
Vehicle Color			
License Plate			
Insurance Company		Policy Number	
Agent Name		Agent’s Phone	
Vehicle Owner’s Name			
Owner’s Address			
Owner’s Phone			

(continue on back)



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### Passengers & Injuries:

Your Vehicle	Other Vehicle
Names of passengers:	Names of passengers:
Describe Injuries (Type, Severity, Transported by Ambulance etc.)	Describe Injuries (Type, Severity, Transported by Ambulance etc.)

### Police Information:

Officer Name	
Police Department	
Phone Number	
Report Number	
Other Info	

### Witness Information:

Name		Name	
Address		Address	
Phone		Phone	
Email		Email	

### Your Information:

Name	
Dept/Division	
Phone	
Email	

### Your Vehicle:

Vehicle Make	
Vehicle Model & Year	
Vehicle License Plate	

### Diagram the Accident Scene (use the space below)