In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries, and obtain all pertinent information and report it accurately.

* Call for medical aid if necessary.
* Secure accident scene -- pull onto shoulder or side of road, redirect traffic, set up road flares/reflectors, etc.
* Call the police. All accidents, regardless of severity, shall be reported to the police. If the driver cannot get to a phone, write a note giving location to a reliable appearing motorist and ask for assistance in notifying the police.
* Record names and addresses of the other driver, witnesses, and occupants of the other vehicles, including emergency response personnel who respond to the scene.
* Complete the Risk Management Division Automobile Loss Report #RMO11; a copy shall be located in the Vehicle Accident Packet.
  + Pertinent information to obtain includes:
* License number of other driver(s)
* Insurance company name and policy number of other vehicles
* Make, year, model of other vehicles
* Date and time of accident
* Overall road and weather conditions
* Draw a diagram of the accident scene and note the street names and locations of traffic signs, signals, etc.
* Do not discuss the accident with anyone at the scene except the police. Do NOT accept any responsibility for the accident. Do NOT argue with anyone.
* Provide the other party with your name, address, phone number, driver’s license number, and insurance information.
* If a state-owned-vehicle (SOV) is involved in a collision, experiences mechanical failure, or the vehicle is unsafe or inoperable, contact your Fleet Management office for towing instructions.
  + ADOA Fleet contact ADOT Equipment Services at (602) 712-7406 or call 1-877-800-8520.
* When leaving an SOV unattended, the operator shall secure the vehicle by rolling up all windows and locking all doors.
* Immediately report the accident to your supervisor and Fleet Management. Provide a copy of the Automobile Loss Report and written description of the accident to Fleet Management within 24 hours.
* Cooperate fully with any follow-up from your insurance company or Risk Management Claims personnel.