

## WHAT TO DO IN CASE OF AN ACCIDENT

Complete an Incident Report Form (Please complete this form in ***INK only***): Form is located on the mileage clipboard given to you before your trip. Submit the completed report within 24 hours after the incident to **Director, Purchasing & Risk Management, Chuck Hergenraeder**.

1. ***DO NOT*** admit liability or fault, even if there is no doubt that you are at fault.
2. Secure names and addresses of all parties concerned and the license number of any vehicle(s) involved.
3. Secure names and addresses of at least two witnesses, if possible.
4. Give your name and address to the investigating officer and inform him that the vehicle is owned by the Merced Community College District. If there is no investigating officer present, provide this information to the other party along with the vehicle identification number.
5. Inform the investigating officer and other parties concerned that the District's Insurance Agency is: **Alliance of Schools for Cooperative Insurance Programs (ASCIP)**.
6. This vehicle is owned/leased by **Merced Community College District**, a public entity, as defined in Section 811.2 of the Government Code and is permissibly self-insured through the Alliance of Schools for Cooperative Insurance (ASCIP), A Joint Powers Authority. Pursuant to Section 16020(b)(2) and (b)(4) of the California Vehicle Code (CVC), evidence of financial responsibility is established through public agency status and qualification as a self-insurer.
7. If the accident makes the car inoperable contact:
  - a) Assistant Director, Maintenance & Transportation, Lisa Veenstra .....209-500-9700
  - b) Transportation Mechanic, Aleczander Pascal.....209-756-2056
8. If there are **any** injuries to **any** person contact:
  - a) Director, Purchasing & Risk Management, Chuck Hergenraeder.....209-384-6300