

## **In Case of Accident**

1. The vehicle driver needs to first make sure that all passengers are immediately checked for injuries and first aid and medical care obtained as necessary.
2. The driver should have a list of all passengers and their parental consent forms (for minor children) in case medical care is necessary.
3. Contact the Highway Patrol or other appropriate law-enforcement agency. Upon request, show the responding officer the proof of insurance for the vehicle.
4. Obtain the names, addresses, phone numbers, license numbers and description of any other drivers and vehicles involved in accident as well as the insurance information from the proof of insurance card from the responsible vehicle, if any.
5. Do not give any statements concerning the accident except as requested by the responding law-enforcement officer or as authorized by the Conference Risk Management Department.
6. Contact parents/guardians of each child passenger as quickly as possible.
7. Call the Conference Risk Management Department to report the accident as soon as possible. After hours, voicemail may be left at (925) 685-4300 Ext. 1240.
8. If the owner of the vehicle involved in the accident is the driver, their auto insurance will be the primary coverage so they should notify their insurance carrier and follow their instructions.

If there are any questions, please call the Conference Risk Management Department at (925) 685-4300 Ext. 1240 or e-mail us at [rmdept@ncc.adventist.org](mailto:rmdept@ncc.adventist.org).