



## If You Are Injured In An Automobile Accident

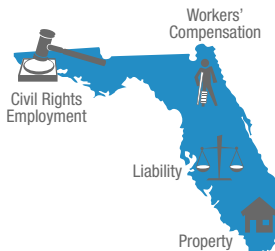
**IMMEDIATELY** report all work-related injuries or illnesses by calling AmeriSys toll free at **1-800-455-2079**. AmeriSys is available 24 hours each day to triage and coordinate medical care. It is best if both the employee and the supervisor/workers' compensation coordinator participate in the call. However, if both are not available, at least one party must call AmeriSys immediately.

## Emergency Responder Procedures For The Injured Employee(s)

In an emergency, follow 911 procedures. After the employee is in the care of emergency services, **IMMEDIATELY** report the incident to AmeriSys toll free at **1-800-455-2079**. The AmeriSys staff will contact the emergency room or hospital to coordinate care for the employee.

### Complete the form on the back of this brochure and forward to:

Department of Financial Services  
Division of Risk Management  
Bureau of State Liability &  
Property Claims  
200 East Gaines Street  
Tallahassee, FL 32399-0338  
Phone: (850) 413-3122  
Fax: (850) 413-2730



## In The Event Of An Accident Complete The Information Below

Date of Accident: \_\_\_\_\_  
Location of Accident: \_\_\_\_\_

### Occupants of Vehicles or Pedestrians Involved:

1. Name: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
In Your Vehicle ( ) Other Vehicle ( ) Pedestrian ( )  
Was this person injured? Yes ( ) No ( )

2. Name: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
In Your Vehicle ( ) Other Vehicle ( ) Pedestrian ( )  
Was this person injured? Yes ( ) No ( )

### Witnesses at Scene of Accident:

1. Name: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name and Department Location of Law Enforcement  
Officer Investigating this Accident:  
\_\_\_\_\_  
\_\_\_\_\_

### Other Driver's Insurance Information:

Automobile Insurance Carrier Name: \_\_\_\_\_  
Policy Number: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_



Florida Department of Financial Services  
Division of Risk Management  
200 East Gaines Street  
Tallahassee, FL 32399-0338

## WHAT TO DO IN CASE OF AN AUTOMOBILE ACCIDENT "KNOW BEFORE YOU GO"



# Safety 1<sup>st</sup>

**What should you do if you are involved in an automobile accident while conducting State of Florida business in a state-owned vehicle or your private vehicle?**



This brochure is for employees of:

University of West Florida  
(Agency)

Dr. Martha Saunders  
(Agency Head)

## If You Are Involved In An Automobile Accident

- Report any accident immediately to your supervisor in accordance with your agency's procedures.
- Have the accident investigated by law enforcement.
- Get the names, addresses, and telephone numbers of any witnesses to the accident.
- Contact Risk Management immediately at (850) 413-3122.
- Don't promise to pay anything.
- At the scene of the accident, do not discuss details of the accident with anyone except the investigating law enforcement officer.
- Obtain a copy of the accident report, if available, and forward it to the Division of Risk Management. Also, complete the information on the back of this brochure.
- Obtain information about the other driver(s) from the investigating law enforcement officer.
- Provide the officer your Agency/University automobile liability policy number as below:

University of West Florida

**YOUR AGENCY/UNIVERSITY NAME**

AL - 24 -0154

**AUTOMOBILE LIABILITY POLICY #**

24 = YEAR

**REPORT ACCIDENT TO:  
DIVISION OF RISK MANAGEMENT  
(850) 413-3122**

## Safety Tips

- Plan your trip before you leave.
- Know where you are going.
- Know the routes you plan to take.
- Know how long it will take to arrive.
- Allow sufficient time — avoid having to rush.
- Check the vehicle's tires, brakes, headlights, horn, windshield wipers, and rear-view mirrors before you leave.

### Seat Belts Do Save Lives So Buckle Up- It's The Law!

Management Services Rule 60B-1.012 requires mandatory use of seat belts: "Failure to utilize seat belts or occupant restraint system shall be considered improper use of a vehicle and shall subject employees to disciplinary action."

### Place All Work Materials In The Trunk!

...such as books, papers, reports, audiovisual equipment and newspapers. Automobile seats were designed for people.

### Know And Obey All Traffic Laws!

Speed limits, traffic signs and signals were designed with your safety in mind.

### If You Get Tired Or Sleepy, Stop and Rest!

### Texting and Dialing a Cell Phone Kills!

Avoid taking your eyes off the road for any reason.

### Look Before You Back Up!

Accidents while backing up are the major cause of accidents involving State of Florida vehicles.

### Turn On Your Headlights!

At sundown and during bad weather, such as rain or fog.

**Know Your Vehicle  
Return Alive!**