



COMPANY VEHICLE USAGE  
Accident Reporting Checklist  
*to be kept in company vehicle glove compartment  
with vehicle registration and proof of insurance*

**Do not accept responsibility or guarantee payment to another party in an accident without company authorization.**

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- Examine yourself and your passengers for injuries.
- Notify the police immediately so that a police report can be generated. The non-emergency accident reporting line for California Highway Patrol is 1-800-TELL-CHP. Drivers are required to store that phone number in their phone contacts.
- Write down names, addresses, telephone numbers, driver license numbers, license plate numbers, of all persons involved and of witnesses.
- Make note of any damage to other vehicles and apparent injuries to those in involved vehicles.
- If possible, take photographs/videos of the scene.
- Driver to report incident to office manager immediately at 619.861.0900. Spouses / domestic partners are required to store that phone number in their phone contacts.
- Office manager to report claim to insurance company.
- Office manager to prepare and submit CA DMV Form SR1 and insurance-related paperwork within 10 days of the accident.