

**Alamo Colleges
Police Department**

**WHAT TO DO IF YOU ARE
INVOLVED IN AN ACCIDENT**

TRAFFIC ACCIDENT PROTOCOL

WHAT TO DO . .

1. STOP

- STOP immediately.
- Position your vehicle in a safe position if possible.
- Remain calm.
- Avoid arguments.

2. WARN OTHERS

- Set out warning devices if available.
- Turn on emergency flashers if still working.

3. AID THE INJURED

4. NOTIFY THE POLICE

- If the accident occurs on an Alamo Colleges Campus or District property in Bexar County call Alamo Colleges Police at 485-0099. If a district vehicle needs to be towed inform the Police Dispatcher who will contact the District's tow service.
- If the accident occurs off an Alamo Colleges Campus or District property in Bexar County call Alamo Colleges Police at 485-0099. If a district vehicle needs to be towed and the local jurisdiction investigating the accident authorizes release for towing, inform the Police Dispatcher who will contact the District's tow service.
- If the accident occurs out of Bexar County call the local jurisdiction and Alamo Colleges Police at 485-0099. Remember that you will be subject to the local jurisdiction's policies & procedures if the vehicle should need to be towed.

5. AVOID LOOSE TALK

- Do not sign any statements
- Do not make any admissions of guilt.

PHONE NUMBERS

ALAMO COLLEGES POLICE

Emergencies: 9-1-1

Non—Emergencies: 210-485-0099

SAPD NON—EMERGENCY: 210-207-7273

**6. GET LICENSE
NUMBERS**

- Of other parties to the accident.
- Of witnesses.

7. GET WITNESS INFO

- Names
- Addresses & Phone Numbers

**8. COMPLETE THE PRO-
TOCOL FORM & SUB-
MIT TO YOUR SUPERVI-
SOR**

**9. CONTACT RISK
MANAGEMENT AT
485-0065.**

*Supervisors shall submit a written
report of the accident to Risk
Management as soon as possible.*

TRAFFIC ACCIDENT PROTOCOL

IS ANYONE HURT?

- Occupants of other involved vehicles:

Driver's Name _____ Age _____

Address _____

Driver's License # _____ State _____

Insurance Company _____

Policy # _____

Injuries? _____

Passenger's Name _____ Age _____

Address _____

Injuries? _____

Passenger's Name _____ Age _____

Address _____

Injuries? _____

Passenger's Name _____ Age _____

Address _____

Injuries? _____

Was an ambulance called? _____

Was anyone transported by ambulance? YES NO

Did anyone complain of pain or being injured? YES NO

CASE NUMBERS:

ALAMO COLLEGES _____

SAPD _____

OTHER _____

WHERE ARE YOU?

Location: _____

Date: _____ Time: _____

Weather: _____

Road Condition: _____

What Police Department was notified? _____

Investigating Officer Name/Number _____

WITNESSES:

Name _____ Phone # _____

Name _____ Phone # _____

Name _____ Phone # _____

WHAT HAPPENED:

Make notes at once about how the accident happened: direction of travel, what side of the road traveled, how far from curb, speed of cars, signals given, etc. Describe the damage to the District's vehicle and the other car or property.

