

County of Riverside Confidential Vehicle Accidents/Incidents Report

County of Riverside • Safety Division
 3403 10TH Street, Suite 501 • Riverside , CA 92501 • Mail Stop 2170
 Phone 951.955.3520 • Fax 951.955.9200

Please use this form to - report all vehicle accidents/incidents only!

DO NOT Use this form to - report employee (on-the-job) injuries.

This Form Should be Provided to the Safety Division and to your Department Safety Representative Within 48 Hour of any Accidents.

SECTION I - COUNTY VEHICLE DATA

1. DRIVER'S NAME (Last, first, middle)		2. EMPLOYEE ID NUMBER		3. DRIVER'S LICENSE NO./STATE/LIMITATIONS		4. DATE OF ACCIDENT	
5a. DEPARTMENT/AGENCY/DISTRICT		5b. DIVISION/PROGRAM		5c. OFFICE ADDRESS			5d. WORK TELEPHONE NUMBER
6. COUNTY VEHICLE NUMBER -		6b Non Code (Law Enforcement/Fire Only)		7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO
11. DESCRIBE VEHICLE DAMAGE							

SECTION II - OTHER VEHICLE DATA

12. DRIVER'S NAME (Last, first, middle)			13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS		
14a. DRIVER'S WORK ADDRESS				14b. WORK TELEPHONE NUMBER	
15a. DRIVER'S HOME ADDRESS				15b. MOBILE TELEPHONE NUMBER	
16. DESCRIBE VEHICLE DAMAGE					
17. YEAR OF VEHICLE		18. MAKE OF VEHICLE		19. MODEL OF VEHICLE	
20. LICENSE PLATE NUMBER AND STATE				21a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS	
				21b. POLICY NUMBER	
				21c. TELEPHONE NUMBER	
22a. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		22b. OWNER'S NAME - IF DIFFERENT FROM DRIVER(S) (Last, first, middle)			22c. TELEPHONE NUMBER
23. OWNER'S ADDRESS					

SECTION III - INJURIES

A	24. NAME (Last, first, middle)			25. SEX	26. DATE OF BIRTH
	27. ADDRESS				
	28. MARK "X" IN THE APPROPRIATE BOXES <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		29. PART OF BODY INJURED	30. TYPE/EXTENT OF INJURY	31. FIRST AID GIVEN BY
	32. TRANSPORTED BY		33. TRANSPORTED TO		
B	34. NAME (Last, first, middle)			35. SEX	36. DATE OF BIRTH
	37. ADDRESS				
	38. MARK "X" IN THE APPROPRIATE BOXES <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		39. PART OF BODY INJURED	40. TYPE/EXTENT OF INJURY	41. FIRST AID GIVEN BY
	42. TRANSPORTED BY		43. TRANSPORTED TO		
44. Pedestrian	a. NAME OF STREET OR HIGHWAY			b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.) FROM _____ TO _____	
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)				

SECTION IV - ACCIDENT TIME AND LOCATION

45. DATE OF ACCIDENT		46. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).	
47. TIME OF ACCIDENT			
	AM		
	PM		

48. INDICATE AREA(S) OF IMPACT			
COUNTY VEHICLE	DRIVERS SIDE	TOP VIEW	PASSENGER SIDE
OTHER VEHICLE	DRIVERS SIDE	TOP VIEW	PASSENGER SIDE

49. DESCRIBE WHAT HAPPENED (Refer to vehicles as "1", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.) and driver actions (making U-turn, passing, stopped in traffic, etc.).

SECTION V - WITNESS/PASSENGER

A.	50a. NAME (Last, first, middle)	50b. WORK TELEPHONE NUMBER	50c. MOBILE TELEPHONE NUMBER
B.	51a. NAME (Last, first, middle)	51b. WORK TELEPHONE NUMBER	51c. MOBILE TELEPHONE NUMBER

SECTION VI - PROPERTY DAMAGE

52a. NAME OF OWNER	52b. WORK TELEPHONE NUMBER	52c. MOBILE TELEPHONE NUMBER
53a. PROPERTY/ITEM DAMAGED	53b. ADDRESS OF DAMAGED PROPERTY/ITEM	
54a. NAME OF INSURANCE COMPANY	54b. TELEPHONE NUMBER	54c. POLICY NUMBER

SECTION VII - POLICE INFORMATION

55a. NAME OF POLICE OFFICER	55b. BADGE NUMBER	55c. TELEPHONE NUMBER
56. PRECINCT OR HEADQUARTERS		57. POLICE REPORT NUMBER

SECTION VIII - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

58. ORIGIN	59. DESTINATION		
60. EXACT PURPOSE OF TRIP			
61. TRIP BEGAN	DATE	TIME a.m. p.m.	62. ACCIDENT OCCURRED
			DATE
			TIME (Circle one) a.m. p.m.
63. WAS AUTHORITY FOR THE TRIP GIVEN TO THE OPERATOR ORALLY? <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)		64. WAS THERE ANY DEVIATION FROM DIRECT ROUTE? <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)	
65. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)		66. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED? <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)	
To Be Completed By Supervisor	67. a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)		
	68a. NAME AND TITLE OF EMPLOYEE/DRIVER	68b. EMPLOYEE SIGNATURE	DATE
	68c. TELEPHONE NUMBER		
	69a. NAME AND TITLE OF SUPERVISOR	69b. SUPERVISOR SIGNATURE	DATE
	69c. TELEPHONE NUMBER		
70a. NAME AND TITLE OF SAFETY REPRESENTATIVE	70b. SAFETY REPRESENTATIVE SIGNATURE	DATE	70c. TELEPHONE NUMBER
71a. DEPUTY DIRECTOR/DEPT HEAD (IF REQUIRED)	71b. DEPUTY DIRECTOR/DEPT HEAD SIGNATURE	DATE	71c. TELEPHONE NUMBER