

Accident Reporting Form

Date	Time	
<u>Location of Accident</u>		
County	City	Route no.
Where is the vehicle located now?		
<u>You and your State Vehicle:</u>		
Agency Name		
Agency Address		
Year and Make of Vehicle	License Tag no. and State	
Name	Driver's License no.	
Address	Office Phone	
<u>Other Vehicle</u>		
Year and Make	License tag no. and state	
Name	DL	
Address		
Insurance Company		
Policy no.		
Did the police investigate this accident?	Yes	No
If so, which police department?		
Was anyone charged with a violation?	Yes	No
If so, who, and what was the charge?		
Was anyone injured?	Yes	No
If so, who?		
What was the nature of the injury?		

Telephone Numbers

Emergency Medical Service

Charleston Area	(843) 745-4000
Lexington County	(803) 359-2521
Richland County	(803) 254-3061
Emergency	911

Law Enforcement

Highway Patrol (Columbia Area)	(803) 896-9621
Highway Patrol (Charleston Area).....	(843) 740-1650
Highway Patrol (Greenville Area)	(864) 768-1503
Richland County Sheriff	(803) 691-9000
Lexington County Sheriff	(803) 785-8230
Columbia Police Department.....	(803) 252-2911
Charleston City Police	(843) 577-7074
Emergency	911

State Fleet Management

State Fleet Manager	(803) 737-0668
Motor Pool Dispatcher.....	(803) 737-1517
Motor Pool Fax (Reservations).....	(803) 737-1931
Columbia Maintenance Shop	(803) 737-1511
Safety Officer.....	(803) 737-0668
Accident Coordinator.....	(803) 737-1982
Fax (not for reservations).....	(803) 737-1160
Repairs to vehicles outside the Columbia area	(800) 277-3686

Accident Procedures

- Turn ignition off and evacuate vehicle.
- Render first aid to any injured persons.
- Call for medical assistance or ambulance if required (see page 2 for phone numbers).
- Call local, municipal or county police or South Carolina Highway Patrol to report accident (see page 2 for telephone numbers).
- Obtain data concerning other vehicle and driver, and complete Accident Report (see page 1).
- Turn Accident Report in to your supervisor as soon as possible.
- Give the other driver your name and your agency's name and address. **DO NOT ADMIT RESPONSIBILITY FOR ANY ACCIDENT.**
- Within 24 hours, report accident to Southeastern Claims Service and to State Fleet Management.
- Collect calls will be accepted.

Southeastern Claims Service
PO Box 212128
Columbia, SC 29221

tel 800-206-1913
fax 803-407-5549

E-mail claims4irf@southeasternclaims.com
Web www.scs-irfreporting.com

SC Budget and Control Board
General Services Division
State Fleet Management
1026 Sumter Street, Second Floor
Columbia, SC 29201-3746

Tel 803-737-0668 (call collect if necessary)
Fax 803-737-1160

Web <http://www.statefleet.sc.gov>