

Automobile Claims

Here are some things to keep in mind if you get into an accident:

- **First, stay calm.** Accidents happen quickly and can be upsetting. Stay calm, and do not argue with others involved in the accident.
- **Prevent additional accidents.** Warn oncoming traffic with a light, flag, or similar device.
- **Help the injured.** Do not render first aid unless you are qualified. Call an ambulance if anyone is injured.
- **Call the police.** Do not discuss what happened with anyone except the police.
- **File a report.** In the event that the police are unable to respond to your call, you will need to go to the nearest police station and file an accident report.
- **Fill out the attached Accident Information form** before leaving the scene of the accident.

McGriff
2200 Old Brick Road
Suite A
Glen Allen, VA
23060

www.mcgriff.com

Claims Reporting: 800.990.4228

Claims Email: insclaims@mcgriff.com

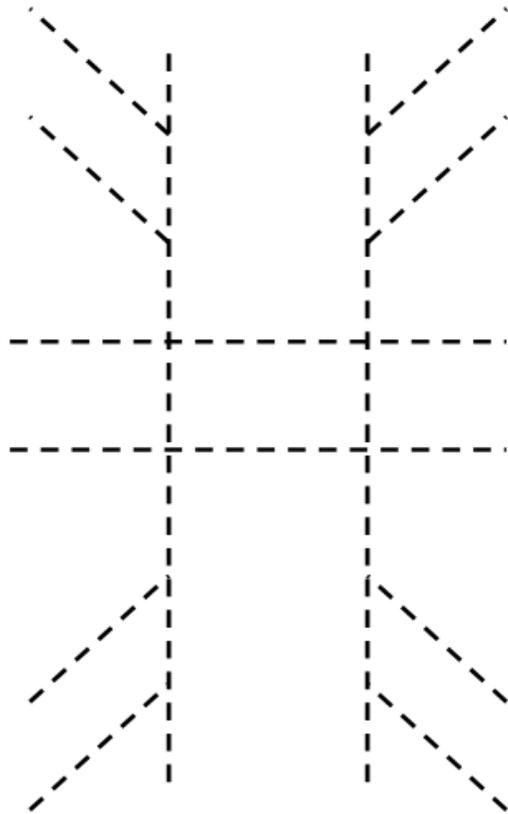
AUTO ACCIDENT RECORD

Keep this in your vehicle's glove box to help you remain organized and focused on what to do in the event of an auto accident.



Diagram of the Accident Scene

Show the position of all vehicles, pedestrians and other important details using the symbols below.



1. Your vehicle
2. Other vehicles, numbered successively



Pedestrians



Traffic signals

Accident Information

Date/Time:
Location:
Responding Officer Name:
Policy Report #:

Your Vehicle (Vehicle #1)

Make/Model:
License Plate # /State:
Your Injuries:

Other Vehicle (Vehicle #2)

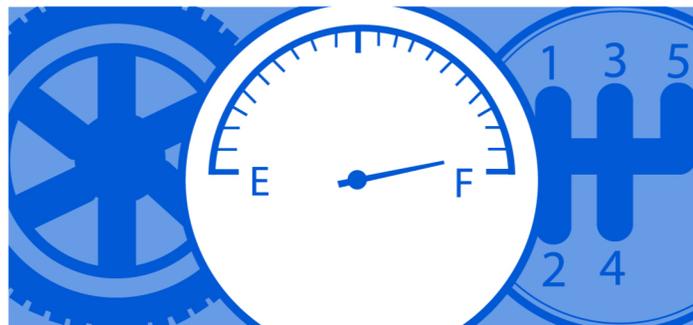
Year/Make/Model:
License Plate # /State:
Driver's Name:
Address/Phone:
Driver's License #:
Injuries:
Insurance Provider:
Policy #:

(Passengers/Pedestrians/Witnesses)

#1. Name:
Age:
Address:
City, state, zip code:
Phone:
#2. Name:
Age:
Address:
City, state, zip code:
Phone:
#2. Name:
Age:
Address:
City, state, zip code:
Phone:

Owner's Information – If Different Than Driver

Name:
Address:
City, state, zip code:
Phone:
Name:
Email:



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Nycom, Inc Driver Policy – Addendum 1 – Accident Reporting

Accident Reporting

- Drivers involved in an accident, regardless of fault, must report the incident to their supervisor immediately – within 2 hours – utilizing the Nycom incident report in the safety manual.
- In the event of an accident, drivers must exchange information with the other party involved and contact law enforcement to obtain an accident report. Law enforcement is to investigate the scene.
- Company vehicles must not be moved from the accident scene until instructed to do so by law enforcement or company representatives.

Consequences for Policy Violations

- Violations of this policy may result in disciplinary action, up to and including the revocation of driving privileges.
- Repeated violations or serious infractions may result in termination of employment.

Policy Review and Updates

- This policy will be reviewed periodically, and updates may be made as necessary.
- Employees will be notified of any changes to the policy.

By signing below, I acknowledge that I have received, read, and understand Nycom's Driver Policy.

I agree to comply with all the rules and guidelines outlined in this policy.

Employee Name: _____

Employee Signature: _____

Date: _____