

IN CASE OF ACCIDENT CARD

HOW TO USE THE CARDS

A card should be placed in every vehicle that is driven on state business (state or privately owned). Recommendation: Keep this *In Case of Accident Card* with the *Tri-Fold Accident Form* in the glove box.

If involved in an accident:

- o Call 9-1-1 or local police
- o Assist the injured
- o Fill out the *Tri-Fold Accident Form*
- o Fill in your agency name and your name on the back of the card
- o Give the card to the other driver
- o Only give the *Tri-Fold Accident Form* to your supervisor
- o Do not admit fault
- o Notify your supervisor

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Fold



In case of accident contact:

Risk Management Department
(405) 521-4999

Agency Involved

Name of Employee

STATE OF OKLAHOMA

If you are provided this card at the scene of an accident and wish to file a claim, contact Risk Management to initiate the claim filing process.