

**CONFIDENTIAL: CLAIM INVESTIGATIVE MATERIALS  
COMMONWEALTH OF VIRGINIA**

Automobile Incident Report

Agency Driver: Complete this form and email it to riskmanagement@jmu.edu or  
send by fax: 540-568-2665

Vehicle Pool Number

If available, include a copy of the police report

Do not discuss accident with anyone except Commonwealth of Virginia representative and police

Your Agency	Name of agency and institution / division					State vehicle's license plate number	
	Agency address Street / P.O. Box City State Zip code					Phone number	
Time and Place of Accident	Date of accident	Hour	Location Street or highway			City /County State	
			A.M. P.M.				
<b>BY THE TERMS OF THE AGENCY'S COVERAGE THE COMMONWEALTH MUST BE GIVEN A REASONABLE OPPORTUNITY TO EXAMINE YOUR AUTO BEFORE REPAIRS ARE MADE.</b>							
Your Auto	Make of auto	Year	Body type	Vehicle Identification Number		Police called?	Y N
					Name of police department		
	Name of owner or leasing company			Address Street		City State Zip Code	
	Name of driver			Address Street		City State Zip Code	
	Driver's date of birth		Driver's license number		Was license in effect at time of accident?		
	Purpose of trip		Who gave permission?		Where were you going when the accident happened?		
					Where were you coming from when the accident happened?		
Where is the vehicle now?			Estimated cost of repairs				
Other Auto Involved	Make of other auto	Year	Body type	Estimated cost of repairs			
	Describe damage to other auto						
	Name of other driver			Address Street		City State Zip Code	
	Name of other auto's owner			Address Street		City State Zip Code	
Is other auto insured?		Name of other auto's insurance company					
Passengers	Names of passengers in your auto			Addresses Street		City State Zip Code	
	Names of passengers in other auto			Addresses Street		City State Zip Code	
Injuries (No matter how minor)	Names of persons injured			Addresses		Injuries Age	
	In which auto were the injured riding?						
Name of doctor / hospital			Addresses Street		City State Zip Code		

**NEITHER SUBMITTED NOR ACCEPTED AS NOTICE IN SATISFACTION OF ANY FILING REQUIREMENTS**

<b>Property Damage Other than Auto</b>	<b>Name of owner</b>		<b>Address</b>		<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	
	<b>Kind of property</b>								
	<b>Estimated cost of repair</b>								
<b>Witnesses</b>	<b>Names / phone numbers</b>		<b>Addresses</b>		<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Description of Accident</b>	<b>On what street were you driving?</b>		<b>Direction</b>	<b>Speed</b>	<b>Street or road other auto was driving on</b>		<b>Direction</b>	<b>Speed</b>	
	<b>Were your lights on?</b>		<b>Were the other auto's lights on?</b>		<b>Traffic controls in place?</b>		<b>For whom?</b>	<b>Speed Limit</b>	
	Y	Bright	Dim	Y	Bright	Dim			
	N			N					
	<b>Did either driver give signal of any kind?</b>			<b>If intersection who entered first?</b>			<b>Who had right of way?</b>		
	Y	If yes, who?							
	N								
	<b>Describe how the accident happened. Include any special details of the collision. Attach additional sheets if needed.</b>								
	<b>Show on the diagram the position of all autos, persons, traffic controls (stop lights, stop signs, etc.) and other objects. Show street names.</b>								
<b>Your Auto's Glass Breakage</b>	<b>Type of glass:</b>		<input type="checkbox"/> Tinted	<input type="checkbox"/> Safety	<b>Type of break</b>		<input type="checkbox"/> Cracked	<input type="checkbox"/> Chipped or pitted	
			<input type="checkbox"/> Clear	<input type="checkbox"/> Plate	<input type="checkbox"/> Shattered	<input type="checkbox"/> Bull's eye	<input type="checkbox"/> Half moon		
	<b>Location of breakage</b>		<input type="checkbox"/> Vent	<input type="checkbox"/> Rear	<input type="checkbox"/> Door	<input type="checkbox"/> Other (describe)			
	Windshield								
<b>Windshield damage: check "Type of glass" and "Type of break", above, and mark location on diagram</b>									
<b>Do you think a claim will be made against you?</b>			<b>By whom?</b>						
Y	Uncertain								
N									
<b>Who is your supervisor?</b>			<b>Your signature</b>  <b>Date</b>  <b>Your email address</b>						
<b>Your supervisor's phone number</b>									
<b>What is your title / position?</b>									
<b>Your phone number</b>									