



U.S. General Services Administration

## FLEET VEHICLE ACCIDENT KIT

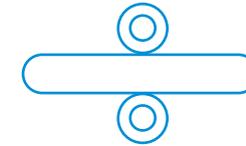
### In Case of Accident

1. Stop immediately and turn on emergency flashers.
2. Take steps to prevent another accident at the scene.
3. Call a doctor or ambulance if necessary.
4. Notify police.
5. **DO NOT sign any paper or make any statement** as to who was at fault (except to your supervisor or to a Federal Government investigator).
6. Get the name and address of each witness. Ask the witness to complete Standard Form (SF) 94, Statement of Witness, contained in this envelope.
7. State your name, address, place of employment, name of your supervisor, and upon request show your operator's permit and vehicle registration card. (NOTE: Only Government-owned or leased vehicles registered in the District of Columbia or displaying state tags have registration cards.)
8. Complete Standard Form (SF) 91, Motor Vehicle Accident Report (or reporting form required by your agency) at the scene. If conditions prevent this, make notes of the following:
  - a. Registration information for other vehicle(s) (owner's name, owner's address, tag number, VIN, and vehicle description);
  - b. Information on other drivers (name, address, operator's permit number, and expiration date);
  - c. Name, address and phone number of each person involved and extent of injury, if any;
  - d. Name, address and phone number of company insuring other vehicle(s) and insurance policy number, and;
  - e. General information such as location, time, measurements, weather, damage, etc.
9. For proof of fault, submit a copy of the Police Report along with the SF 91.
10. If you have a camera, take pictures of the accident scene and any damage to the vehicles involved. Submit the pictures along with the SF 91.
11. Notify state, county or local authorities as required by law and CALL OUR TOLL FREE Accident Management Center (AMC) at 866-400-0411 (7:00 am - 6:00 pm CST).
12. If the vehicle is unsafe to operate, call the AMC at 866-400-0411 (7:00 am - 6:00 pm CST).
  - a. After 6:00 pm CST, if your vehicle is less than 3 years/36,000 miles it may be covered by a manufacturer's Roadside Assistance Program. Contact the appropriate manufacturer at the following toll free numbers; Ford: 800-241-3673, Chrysler, Dodge: 800-521-2779, Chevrolet: 800-243-8872, GM: 800-462-8782, Pontiac: 800-762-2737 and Hyundai: 800-243-7766, towing and minor services may be arranged at no extra cost.
  - b. If the Roadside Assistance Program does not apply to your vehicle, contact our After Hours Emergency toll free number, 866-WEX-4GSA. A customer service representative will authorize towing expenses and any other after hour's emergency services up to \$500.00.
13. Submit all reports and data to your supervisor within one working day. Your supervisor should fax them to the AMC within five days.
14. Injuries should be processed through your agency personnel office using a CA-1 form.

**NOTE: If you are injured, have the police notify your supervisor who will assume your responsibilities for reporting the accident.**

(See list of contents on reverse.)

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To be opened **ONLY** in case of a crash.

### Contents

1. SF 91, Motor Vehicle Accident Report (One Copy)
2. SF 94, Statement of Witness (Two Copies)

### Proof of Insurance

#### For Operators of GSA-Owned Vehicles

**This constitutes your "Proof of Insurance" and will be kept in your vehicle at all times. The U.S. government is self-insured. No insurance identification number is required.**

**The U.S. government is self-insured for loss or damage to government property and the liability of government employees for actions within the scope of their duties.**

**Claims for injury or death of third parties, or damage to third-party property, arising from federal employee negligence in the operation of government-furnished vehicles are covered by the Federal Tort Claims Act (U.S.C. 2671 et seq.) as implemented by 28 CFR, Part 14.**

**Claims against the U.S. government resulting from the operation of a government vehicle should be directed to the agency employing the driver of the vehicle, not GSA. Claims against other parties for damage to GSA Fleet vehicles will be initially processed by GSA. Drivers are responsible for obtaining a POLICE REPORT or Statement from the other driver accepting fault, along with the correct insurance information for processing such claims against other responsible parties.**

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