

Automobile Claims

In the event of an accident:

- **First, stay calm:** Don't argue with others involved in the accident.
- **Prevent additional accidents:** Safely - warn oncoming traffic with a light, flag or similar device.
- **Do not admit responsibility:** For the accident or **any** actions, to any persons. Do not sign any statements.
- **Help the injured:** Do not render first aid unless you are qualified. Call an ambulance if anyone is injured.
- **Call the police:** Don't discuss what happened with anyone except the police.
- **Do not disclose your policy limits:** To anyone.
- **Telephone a report:** To Stonehill College Office of Treasurer: 508-565-1337
- **Take Pictures:** Of damage to all vehicles, location of accident and any landmarks or intersections, license plates, etc.
- **Fill out this attached Accident Information form:** Before leaving the scene of the accident. Submit this information to Stonehill College - Office of the Treasurer

*If Accident occurs on Campus
contact:*

Campus Police
1-508-565-5555

*If Accident occurs off Campus
contact*

**Philadelphia Ins. Claims
Department**
1-800-765-9749
Policy PHPK593072

*For Mechanical Breakdowns
contact a local towing
company for service.
Report towing service to
Stonehill College – Office of
the Treasurer 508-565-1337.*



What to do in the Event of an Accident



Vehicle Accident Report

Stonehill College, Inc.

Accident Information

Date
Time AM/PM
Location
Weather Conditions

Your Vehicle (Vehicle #1)

Make & Model
License Plate # / State
Your Name
Address
Driver's License #
Phone #
Injuries

Other Vehicle (Vehicle #2)

Make & Model
License Plate # / State
Driver's Name
Address
Driver's License #
Phone #
Injuries
Insurance Company

Other Persons (Passengers & Pedestrians)

Name
Age
Address
City, State
ZIP
Phone
Name
Age
Address
City, State
ZIP
Phone

Witnesses

Name
Address
City, State
ZIP
Phone
Name
Address
City, State
ZIP
Phone

Diagram of the Accident Scene

Show the position of all vehicles, pedestrians, etc., using the symbols below.

