

Saint Louis University
Automobile Accident Report

Risk Management
Phone | 314.977.3952
Fax | 314.977.1457
riskmgmt@slu.edu

Incident Description:

Date: _____

Weather Conditions: _____

Time: _____

Employee Name: _____

Location (Campus/Off-Site/Nearest Address) _____

Did the Police investigate and Make a report? Yes ☐ No ☐

Was a citation issued? Yes ☐ No ☐

If yes, Which Police Department? _____

Report # _____

Police Officer's Name and Badge #: _____

Describe in detail how the accident happened. _____

Injured Person(s):

Where there injuries due to the accident? Yes ☐ No ☐

Injured Person #1 - If more than one injury, use an additional sheet of paper.

Name _____ Phone _____ Email _____

Address _____ City _____ State _____ Zip _____

Visitor ☐ Student ☐ Other ☐ Birth Date _____ Age _____ Male ☐ Female ☐

Drivers License Number _____

Is the a company vehicle? Yes ☐ No ☐

Make/Model/Year & Color of Vehicle _____

State & License Plate Number _____

Drivers Insurance Company _____ Policy _____

Effective Dates _____ Agent & Phone # _____

Did the injured seek medical attention: Yes ☐ No ☐

Drug & Alcohol Test? Yes ☐ No ☐

Attach a copy of Physician's instructions and provide name and address of doctor/and or hospital.

Describe in detail nature and extent of injury/exposure. (specify location on the body - also note right or left)

Witnesses:

Name _____	Phone _____	Email _____
Address _____	City _____	State _____ Zip _____
Name _____	Phone _____	Email _____
Address _____	City _____	State _____ Zip _____
Name _____	Phone _____	Email _____
Address _____	City _____	State _____ Zip _____

Person Completing Report:

Name _____ Date _____ Dept. _____
Phone _____ Email _____

Preparer's Signature _____

Use this form to report injuries or property damage sustained by visitors, students or the general public alleged to have been caused by the University or occurring on University property or during a University activity or event.

*Do not use this form to report employee injuries.
Email or fax this form to Risk Management within 48 hours of the incident.*