

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:

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



This publication is issued by the Office of Management and Enterprise Services as authorized by Title 62, Section 34. Copies have not been printed but are available through the agency website. This work is licensed under a Creative Attribution-NonCommercial-NoDerivs 3.0 Unported License.

OKLAHOMA



FOLD



In case of accident contact:

Risk Management Department
(405) 521-4999

OKLAHOMA

Agency Involved

Name of Employee

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.