



OFFICE OF RISK MANAGEMENT

160 Glenn Rogers Sr St • Memphis, TN 38112 • (901) 416-5515 • Fax (901) 416-1483 • www.scsk12.org

What to do in a vehicle accident:

- Contact your immediate supervisor
- Contact police (if this is a two-party accident)
- Contact Security Dispatch, 416-5773
- Contact Risk Management, 416-5515

If Risk Management is unavailable, then proceed with obtaining all pertinent information:

- Obtain Police Report # (if this is a two-party accident)
- Take pictures of all damage to the district vehicle
- Take pictures of the other person's vehicle(s) or property damage
- Fill out the Auto Accident Report Form
- Obtain the other driver's information (driver's license, insurance, license plate, etc.)
- If a wrecker is needed, then:

contact Facilities Auto Shop, Chris Davis, 326-0790

OR

contact Holmes & Son Towing (901)353-0815