



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 the event of a vehicle accident

1. Contact your immediate supervisor.
2. Contact the Police (911)
3. Contact Security Dispatch, (901) 416-5773
4. Contact Risk Management, (901) 416-5515

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

1. Obtain the Police Report Number.
2. Take pictures of all damage sustained to the district vehicle.
3. Take pictures of the other person's vehicle or property damage.
4. Fill out the Auto Accident Report Form; you can obtain the form through the link below.

[https://www.scsk12.org/riskmanagement/files/25/MSCS%20Auto%20Accident%20Report%20Form%20\(1\).pdf](https://www.scsk12.org/riskmanagement/files/25/MSCS%20Auto%20Accident%20Report%20Form%20(1).pdf)

5. Take a picture of the other driver's information (driver's license, insurance, license plate, etc.)

If a wrecker is needed, then contact:

Facilities Auto Shop, Chris Davis (901) 326-0790

OR

Holmes & Son Towing (901) 353-0815