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University of California, San Francisco  
DRIVER'S VEHICLE INCIDENT REPORT

Use this form to collect and document information and details of the vehicle incident or accident. Drivers MUST report ALL incidents or accidents regardless of the extent of damage to the vehicle within 24-hours to UCSF Risk Management and Insurance Services (RMIS).

**SECTION I: INCIDENT INFORMATION**

Date Incident Occurred: \_\_\_\_\_ Time: \_\_\_\_\_ Date Reported to UCSF: \_\_\_\_\_

Describe the Incident in Detail:

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Location of Incident: \_\_\_\_\_

Police Authority Notified  Yes  No

If Yes, Police Dept. Name/Report#: \_\_\_\_\_

**SECTION II: DRIVER INFORMATION**

**UC Driver's Name:** \_\_\_\_\_  Faculty  Staff  Student  Other (Describe): \_\_\_\_\_

Your Driver's License #: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Any Injuries? Describe in Detail:

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**Other (non-UCSF) Driver Name:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Any Injuries? Describe in Detail:

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**Witness Information:**

	Name	Address (Street, City, Zip Code)	Phone Number	UC Affiliated? If Yes, Employee or Student?
1				
2				

(Use other side of sheet if more space is needed.)

**SECTION III: VEHICLE INFORMATION**

**UC Vehicle Information:**

UCSF Vehicle Type (Van, Shuttle, Passenger Car, Rental Car, etc.): \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

UCSF Vehicle ID #: \_\_\_\_\_ Describe Damage: \_\_\_\_\_

Fund: \_\_\_\_\_ DPA: \_\_\_\_\_

**Other (non-UCSF) Vehicle Information:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Registered Owner of Vehicle (if different from Driver): \_\_\_\_\_

Describe Damage:

\_\_\_\_\_  
\_\_\_\_\_

Insurance Co: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Any additional information you would like to provide?

\_\_\_\_\_  
\_\_\_\_\_

Attach PHOTOS (if available), Additional information, etc. to this report

Keep this completed form for your records, and advise your Supervisor/Department of the incident.