

Please keep
in vehicle
at all times.

IMPORTANT
INSURANCE
INFORMATION



Arthur J. Gallagher & Co.
BUSINESS WITHOUT BARRIERS™

470 Atlantic Avenue
Boston, MA 02210
617-261-6700

www.ajg.com

Vehicle Accident Report



What to do in the Event of a claim

Provided by:
Arthur J. Gallagher & Co.
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Boston, MA 02210
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Automobile Claims

In the event of an accident:

- **First, stay calm.** Don't argue with others involved in the accident.
- **Prevent additional accidents.** Warn oncoming traffic with a light, flag, or similar device.
- **Help the injured.** Do not render first aid unless you are qualified. Call an ambulance if anyone is injured.
- **Call the police.** Don't discuss what happened with anyone except the police.
- **Do not admit responsibility** for the accident, nor sign any statement.
- **Do not disclose your policy limits** to anyone.
- **Telephone a report** to your employer.
- **Fill out this attached Accident Information form** before leaving the scene of the accident. Have your company submit this information to their insurance company.

Accident Information

Date
Time AM/PM
Location
Weather Conditions

Your Vehicle (Vehicle #1)

Make & Model
License Plate # / State
Your Name
Address
Driver's License #
Phone #
Injuries

Other Vehicle (Vehicle #2)

Make & Model
License Plate # / State
Driver's Name
Address
Driver's License #
Phone #
Injuries

Other Persons (Passengers & Pedestrians)

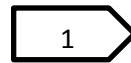
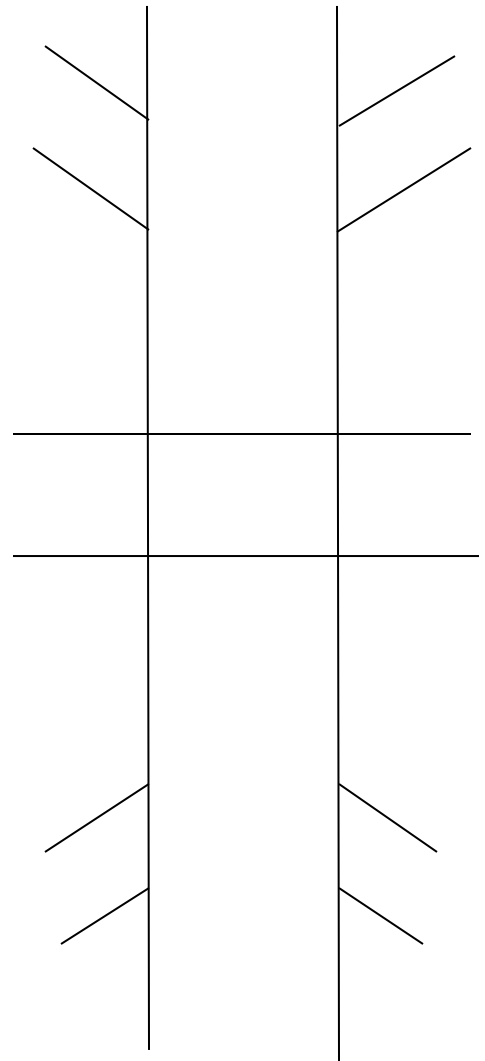
Name
Age
Address
City, State
ZIP
Phone
Name
Age
Address
City, State
ZIP
Phone

Witnesses

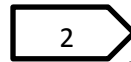
Name
Address
City, State
ZIP
Phone
Name
Address
City, State
ZIP
Phone

Diagram of the Accident Scene

Show the position of all vehicles, pedestrians, etc., using the symbols below.



Your vehicle



Other vehicles, numbered successively



Pedestrians



Traffic signal(s)

Insurance Identification

Insurance Information for Western New England University:

Company: Philadelphia Insurance Companies

Policy Number: PHPK2201678

Issuing Agency: Arthur J. Gallagher & Co.
470 Atlantic Ave
Boston, MA 02210
617-261-6700

Insured: Western New England University
1215 Wilbraham Road
Springfield, MA 01119

University Contact: Faith Leahy
Finance and Administration
413-782-1219

IT IS IMPORTANT TO NOTIFY FAITH LEAHY AS SOON AS POSSIBLE AFTER YOU HAVE AN ACCIDENT. SHE WILL NOTIFY ARTHUR J. GALLAGHER & CO. AS TO THE CLAIM.

Please provide the following information:

1. Name and address of each driver, passenger, and witness.
2. Name of Insurance Company and policy number for each vehicle involved.