

NORTHWESTERN UNIVERSITY

ACCIDENT REPORT FORM

Whenever a University vehicle sustains damage of any kind, or is involved in an accident which results in personal injury or property damage, this accident report form must be completed as soon as possible by the driver and presented in person to the Risk Management Office, 2020 Ridge Avenue, Suite 240, Evanston, IL 60208-4335 (Phone: 847/491-4334).

Please note that this form is for University Use Only and is not meant to supersede the official state accident report form.

VEHICLE NO. 1 - UNIVERSITY VEHICLE

Driver's Name Drivers License No. Title

Department University ID No. Work Phone

Type of Vehicle Make Model Year License No. VIN No.

THE UNIVERSITY'S INSURANCE COMPANY IS RUBICON INSURANCE COMPANY
Office of Risk Management, 2020 Ridge Avenue, Suite 240, Evanston, IL 60208-4335
Leland Roth (Phone: 847/491-4334)

Describe Damage

VEHICLE NO. 2

Driver's Name Drivers License No. Street Address City State Zip

Type of Vehicle Make Model Year License No. State Age and Sex of Driver

Owner's Name (if other than driver) Street Address City State Zip

Name of Insurance Company Address of Company or Agent

Vehicle Damage

PROPERTY DAMAGE OTHER THAN VEHICLE (fence, utility pole, etc.)

Damaged Property Owner's Name Street Address City State Zip

LOCATION AND TIME OF ACCIDENT

Date Day of Week Hour Address

Urban Suburban Rural
miles (south - north) miles (west - east) of City or Town

INJURED PERSONS

Name	Injured	Age	Sex	Address
Driver in Vehicle No. 1				
Driver in Vehicle No. 2				
Passenger Vehicle No. ____				
Passenger Vehicle No. ____				

PASSENGERS IN YOUR VEHICLE - VEHICLE NO. 1

Name	Address

Name	Witnesses	Addresses

DESCRIPTION OF ACCIDENT

Head-On
 Sideswipe
 Right Angle
 Overturn
 Rear End:
 You Hit
 You Were Hit








Other, please describe _____

Weather Conditions _____
 Road Conditions _____
 Flags and Warning Signs in Use _____

What happened? Describe in Detail - Refer to vehicles according to number _____

COMPLETE DIAGRAM BELOW

Use one of the outlines to sketch the scene of your accident writing in highway names or numbers. Use number 1 to indicate your vehicle.

- Number each vehicle and show direction of travel by arrow. 
 - Use solid line to show path **before** accident.  Dotted line **after** accident. 
 - Show pedestrian by: 
 - Show railroad by: 
 - Show distance and direction to landmarks; identify landmarks by number (s).
 - Show utility poles by: 
 - Show motorcycle by: 
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