

SFM Accident Reporting Form

Date	Time
<u>Location of Accident</u>	
County	City
Route no.	
Where is the vehicle located now?	
<u>You and your State Vehicle:</u>	
Agency Name	
Agency Address	
Year & Make	License Plate No.
Name	Driver's License no.
Address	Office Phone
<u>Other Vehicle</u>	
Year and Make	License Plate No. & State
Name	DL
Address	
Insurance Company	
Policy no.	
Did the police investigate this accident?	Yes No
If so, which police department?	
Was anyone charged with a violation?	Yes No
If so, who, and what was the charge?	
Was anyone injured?	Yes No
If so, who?	
What was the nature of the injury?	

Telephone Numbers

Emergency Medical Service (EMS)

Charleston Area	(843) 745-4000
Lexington County	(803) 359-2521
Richland County	(803) 254-3061
Emergency	911

Law Enforcement

Highway Patrol (Columbia Area)	(803) 896-9621
Highway Patrol (Charleston Area).....	(843) 740-1650
Highway Patrol (Greenville Area)	(864) 768-1503
Richland County Sheriff	(803) 691-9000
Lexington County Sheriff	(803) 785-8230
Columbia Police Department.....	(803) 252-2911
Charleston City Police	(843) 577-7074
Emergency	911

State Fleet Management

Lease Fleet Accident Coordinator	(803) 737-1982
Lease Fleet Manager	(803) 737-1505
Columbia Motor Pool	(803) 737-1516
State Fleet Manager	(803) 737-0668
Safety Officer.....	(803) 737-0668
Repairs to vehicles outside the Columbia area	(800) 277-3686

Accident Procedures

- Turn ignition off and evacuate vehicle. Assist any passengers in your vehicle to evacuate as well.
- Render First Aid to any injured persons (if certified to do so by your agency).
- Call for medical assistance or ambulance if required (see page 2 for phone numbers).
- Call local, municipal or county police or South Carolina Highway Patrol to report accident (see page 2 for telephone numbers).
- Obtain data concerning other vehicle and driver, and complete Accident Report (see page 1).
- Turn Accident Report in to your supervisor as soon as possible. Remind supervisor that a copy of the Accident Report & police report should be promptly sent to State Fleet, if you were driving a Lease or Motor Pool Vehicle.
- Give the other driver your name and your agency's name and address. **NEVER ADMIT RESPONSIBILITY FOR ANY ACCIDENT.**
- Within 24 hours, be sure your agency reports accident to American Southern and to State Fleet Management.
- Collect calls will be accepted.

American Southern
1611 Devonshire Dr., Suite 102
Columbia, SC 29204

Tel 800-713-2205

Fax 803-256-0861

E-mail AndreaA@amsou.com

SC Department of Administration
Division of General Services
State Fleet Management
1430 Senate St., 3rd floor
Columbia, SC 29201

Tel 803-737-0668 (call collect if
necessary)

Fax 803-737-1160