

Insurance Information

The State of Maine government is self-insured for its vehicular liabilities. Please direct any questions regarding insurance coverage or this accident to:

Risk Management Division
85 State House Station
Augusta, ME 04333-0085

Toll Free within U.S. & Canada 1-800-525-1252
FAX (207) 287-4008

Accident / Incident Report

to

Risk Management Division

85 State House Station

Augusta, Maine 04333-0085

1-800-525-1252

IMPORTANT!

The **DRIVER** of a State vehicle involved in an accident / incident is responsible for obtaining and reporting all facts and information. In the event of an accident / incident, please use the following instructions as a guide. If you have any questions, please call **Risk Management Division** at the toll-free number above.

AT THE SCENE

1. Take immediate action to prevent further damage.
2. If anyone is injured, call 911 for an ambulance and assist in the prevention of further injury. **DO NOT MOVE THE INJURED UNLESS NECESSARY.**
3. You must contact the police if anyone is injured or if the total property damage exceeds \$1000. You can call the police by dialing 911 on any cell or regular phone.
4. Be sure to obtain all facts and information about the accident / incident. Obtain the names and addresses of all witnesses before they leave the scene.
5. **DO NOT** argue or admit blame for the accident. Be courteous. Show your license and registration papers willingly.

REPORTING PROCEDURES

1. **YOU MUST CALL** Risk Management Division and your supervisor **IMMEDIATELY** if there is **ANY** injury or if there is **SERIOUS** property damage. (The toll-free number listed above is answered 24 hours a day & 7 days a week.)
2. **DO NOT** discuss the accident with anyone or sign any papers for anyone unless they are your supervisor, a police officer, or a properly identified Risk Management Division investigator.
3. This form must be completed in its entirety (please print in ink) and sent to Risk Management Division **within 24 hours** of the accident. All vehicle incidents must be reported including minor property damage.