

This brochure, provided by Property and Casualty Coverage for Education, is designed to assist you in dealing with a vehicular accident. Please fill out the section below and place the entire brochure in your glove box. Contact your agent at any time to assist you in dealing with a motor vehicle accident.

EXPECT THE UNEXPECTED

No one plans to be in an accident, but if it does happen, it's easier if you are prepared. Please complete the following.

Agent Contact Information

Agency: _____

Name: _____

Phone: _____

Address: _____

City/State/Zip: _____

Your insurance agent is a valuable source of information and is always willing to answer questions and assist you in obtaining the coverage that best meets your needs.

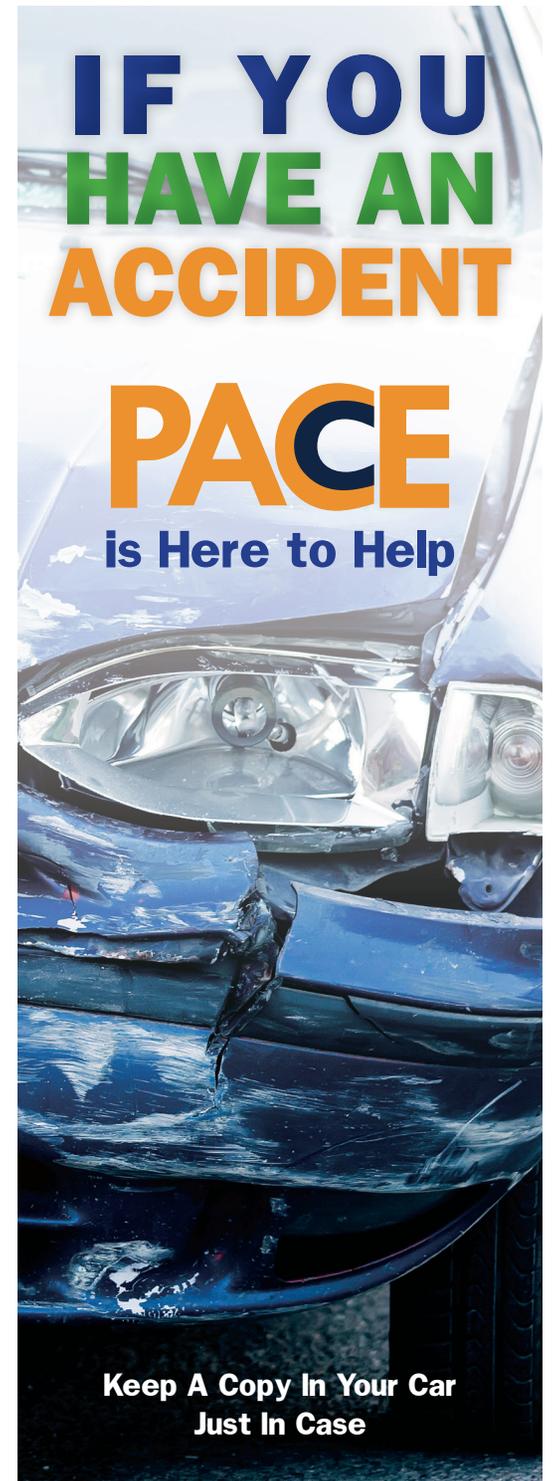
All claims must be reported as soon as possible to your supervisor and your agent or SDAO's claims office. Contact the SDAO Claims Office at 503.670.7066 (Tigard) or toll free at 800.305.1736 (Statewide).

PACE

SAFETY • SERVICE • STABILITY

A Trust Built for Students

PO Box 23879
Tigard, Oregon 97281
Phone: 503.670.7066
Toll-Free: 800.305.1736
Fax: 503.620.9817
Email: claims@sdao.com
Web: www.pace.osba.org



IF YOU HAVE AN ACCIDENT

Complete the following information

ACCIDENT FACTS

Date _____ Time: _____
City _____
Street _____
Intersection _____
Road Condition _____
Weather _____
How did the accident happen? _____

WITNESSES

Name #1 _____
Phone: _____
Address: _____
City/State/Zip: _____

Name #2 _____
Phone: _____
Address: _____
City/State/Zip: _____

OTHER VEHICLE

Make/Model _____
License Plate # _____
Driver's Name _____
Birth Date _____
Phone _____
Address _____
Driver's License # _____
Name of Vehicle's Owner _____

Phone _____
Address _____
Insured by _____
Policy # _____
Damaged Area _____
Was anyone injured? Yes No

DAMAGE TO YOUR VEHICLE

DAMAGE TO OTHER VEHICLE

Owner _____
Phone _____
Address _____
Nature of damage _____

ACCIDENT CHECKLIST

- Get help for the injured.
- List the damage to all vehicles and property. Take pictures if possible.
- Make no statements regarding the accident, except to proper authorities.
- Get names, addresses, phone numbers, makes of vehicles, and license numbers of all other drivers, passengers, and witnesses. Be sure to get all other drivers insurance information, including the name of the company, policy number, and contact information.
- Secure the assistance of a police officer whenever possible. It is strongly recommended that any district staff member involved in a motor vehicle accident seek assistance from the local authority. Notify your agent as soon as possible.



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