AUTO COLLISION INFORMATION FORM
TEXAS TECH UNIVERSITY SYSTEM

If you have a collision, use this form to record the facts about the collision, including names and address of all parties involved, and any witnesses to the collision. Give the completed form to your Department head. The Department head will send the form to
Office of Risk Management PO Box 42003 (MS 2003) Lubbock, Texas 79409

Date of collision and time	AM ☐ PM ☐	Location of Collision (Include City & State)
Description of Collision (use reverse side if necessary)		
Authority Contacted and Report #		Any violations/citations as a result of the collision (describe)

PROPERTY DAMAGED (NOT YOUR VEHICLE)

Describe Property (If auto, year, make, model, plate #)		Insurance Company
Owner's Name & Address		Residence Phone (A/C, No. Ext):
		Business Phone (A/C, No. Ext):
Other Driver's Name & Address ☐ (Check if same as owner)		Residence Phone (A/C, No. Ext):
		Business Phone (A/C, No. Ext):
Driver's License Number	Describe Damage	Where can damage be seen?
Insurance Company Name	Policy Number	Agent's Name and Number

INJURED PARTIES

Name & Address	Phone (A/C, No)	Age	Describe Injury
Injured was: ☐ Pedestrian ☐ In your car ☐ In other car			
Injured was: ☐ Pedestrian ☐ In your car ☐ In other car			

WITNESSES OR PASSENGERS

Name & Address	Phone (A/C, No.)	Ins Veh	Oth Veh	Statement Attached?

YOUR INSURED VEHICLE

Year	Make	Model	Vin #	Inventory #

Department Name — Department Phone
Supervisor to whom you reported: — (A/C, No)
Department Head Name

Driver's Name & Address				Residence Phone (A/C, No) Business Phone (A/C, No. Ext):	
Relation to Insured (Employee, family, etc.)	Date of Birth	Driver's License #	State	Purpose of Use	Used with Permission ☐ Yes ☐ No
Describe Damage			**Where** can Vehicle be seen?		**When** can Vehicle be seen?

In addition to this form please provide a copy of the police report and OP 80.08 attachments B & C. In the event of collision always contact the appropriate law enforcement agency and ask that they prepare an accident report.

Attachment B
OP 80.08 01/22/2010