

# ACCIDENT REPORT

## LOUISIANA STATE DRIVER SAFETY PROGRAM

(If you do not know your location code, please refer to <http://www.laorm.com/documents/lococodes.pdf>)

Submit report to ORM  
within 48 hours of accident

<b>SUPERVISOR TO COMPLETE FIRST 4 ITEMS</b>	Agency Name (Owner)	Person to Contact	Phone	Vehicle Owner's Loc. Code
State Vehicle Driver's Name		Driver's Agency Name and Location Code	Date of Accident	Time of Accident <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> AM PM

Exact Location of Accident (Use street markers, mileage markers, etc., to pinpoint location)

<b>DESCRIBE HOW ACC. HAPPENED</b>	
Seat Belt in Use <input type="checkbox"/> Yes <input type="checkbox"/> No	

STATE VEHICLE INFORMATION					
If other than vehicle damage, fill in as much as possible under "Other Vehicle" section substituting property owner information for vehicle driver.					
State Vehicle Driver's Address (Street No)	City	State	Zip Code	Home Phone	Work Phone
Driver's License No.	Age	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Vehicle's Owner's Name and Address		
Year Vehicle	Make Vehicle	Model Vehicle	Body Type	Vehicle Lic. No. / Equip No. / VIN	LPAA Fleet ID No.
Where can the Vehicle be Seen ?			Describe Damage		

OTHER VEHICLE INFORMATION					
If more than one vehicle is involved, submit additional sheet with information on other vehicle(s).					
Other Vehicle Driver's Name	Driver's Social Security No. <small>--no longer required--</small>	Driver's License No.	Age	Sex M F	
Other Vehicle Driver's Address (Street No.)	City	State	Zip Code	Home Phone	Work Phone
Vehicle Owner's Name and Address (Street No.)		City	State	Zip Code	
Year Vehicle	Make Vehicle	Model Vehicle	Body Type	Vehicle I.D. No. or Lic. No.	Where can the vehicle be seen ?
Other Vehicle Insurance Co.				Policy No.	
Describe Damage					Estimated Amount \$ <div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div>

INJURED						
Name and Address	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	Police Investigated ? Yes No	
Name and Address	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	Type Report State Sheriff City	
Name and Address	Phone	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	Report No. (Item No.)	

WITNESSES OR PASSENGERS							
Name and Address	Phone	Witness <input type="checkbox"/>	Passenger <input type="checkbox"/>	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	(Specify)
Name and Address	Phone	Witness <input type="checkbox"/>	Passenger <input type="checkbox"/>	PED <input type="checkbox"/>	Ins. Veh. <input type="checkbox"/>	Other Veh. <input type="checkbox"/>	(Specify)
State Driver's Signature			Name of Driver's immediate Supervisor and Phone No.				