

## WHAT DO I DO AFTER A VANPOOL ACCIDENT?

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### 1. Safety First

- If the car accident is minor, **move vehicles out of traffic** to a safe place.
- Shift into park, **turn off your vehicle**, and turn on the hazard lights.
- Use cones, warning triangles, or flares for **added safety**, if you have them.

### 2. Get Help

- **Check for injuries**; call an ambulance when in doubt.
- **Call the police**, even if the accident is minor. A police report can be invaluable to the claim process and help establish who's at fault.

### 3. Collect Information

- **Gather information** from others involved in the accident.
  - Drivers and passengers: names and contact information.
  - Vehicle descriptions (make, model, year).
  - Driver's license numbers - License plate numbers.
  - Insurance companies and policy numbers.
  - Eyewitnesses: names and contact information.
  - Accident scene location and/or address.
  - Police officer's name and badge number.
- **Take photos** of all vehicles involved and the accident scene, if it is safe to do so.
- **Do not sign** any document unless it's for the police or your insurance agent.
- Be polite, but **don't tell anyone the accident was your fault**, even if you think it was.

### 4. File a Claim with UTA

- As soon as possible call UTA's Vanpool Maintenance Supervisor – (801) 512-5665
- Fill out the Accident/Incident Reporting Form found on UTA's Vanpool website and return to the Vanpool Maintenance Supervisor ([mromero@rideuta.com](mailto:mromero@rideuta.com)) within 24 hours (<https://rideuta.com/Services/Vanpool/My-Vanpool-Account/Vanpool-Safety>)