

HOTWORK-USA LLC  
223 GOLDRUSH ROAD, LEXINGTON KY 40503  
tel:859-276-1570 – fax:859-276-1583

## VEHICLE ACCIDENT DRIVERS REPORT

**This report must be completed and turned into the Hotwork Safety Manager as soon as possible after the accident. Call in accident to the office immediately**

**DRIVERS NAME-** \_\_\_\_\_ **DATE OF ACCIDENT-** \_\_\_\_\_

**VEHICLE NUMBER-** \_\_\_\_\_ **TIME OF ACCIDENT-** \_\_\_\_\_

**OTHER DRIVER OR PROPERTY OWNERS INFORMATION**

**NAME-** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_

**ADDRESS-** \_\_\_\_\_

**INSURANCE INFORMATION-**

**NAME OF POLICE DEPARTMENT REPORTING TO THE ACCIDENT. INCLUDE HOW TO OBTAIN A COPY OF THE REPORT**

**ANY CITATIONS OR CHARGES ISSUED AND TO WHOM.**

**WITNESSES NAMES AND NUMBERS INCLUDING PASSENGERS**

**DESCRPTION OF ACCIDENT. BE ACCURATE AND COMPLETE. DRAW A DIAGRAM ON BACK OF THIS PAGE.**

**WAS ANYONE HURT YES / NO** \_\_\_\_\_ **WEATHER/ROAD CONDITIONS** \_\_\_\_\_  
(if yes list who and how in details)

**LOCATION OF ACCIDENT** \_\_\_\_\_

**DETAILS:**

### ACCIDENT REPORTING INSTRUCTIONS

### ALWAYS GET A POLICE REPORT FILED

First secure the scene and make sure no one is hurt. Call police and or medical assistance if needed. Obtain information for others involved and witnesses. Call the office as soon as possible (24/7) to report the accident especially if an employee has been injured or the company vehicle disabled. Fill out this form and fax it to the office as soon as possible preferably with in 24 hours. Do not admit fault or blame. Remain calm and in control of yourself. Proof of Hotwork insurance is in all Hotwork vehicle glove boxes along with the vehicle registration.

HOTWORK INSURANCE INFORMATION ; Hartford Casualty Insurance Company

POLICY NUMBER- 33UENTI0096 EFFECTIVE DATE-06/01/2005 EXPIRATION DATE-06/01/2006

AGENT-Palmer and Cay, Inc. 800-796-3567