State of Idaho
AUTO 
ACCIDENT REPORT 
GUIDE

5. Do not accept responsibility for the accident.

Do be courteous. If the other party feels that the State driver is responsible for the accident, provide him/her with a "Citizen's Claim Procedure" form (small green sheet).

6. Complete this form and send promptly to:

Dept. of Administration
Office of Insurance Management
P.O. Box 83720
Boise, ID 83720-0079

A copy of this report should also be sent to your department's safety coordinator.

7. Obtain estimates of damage.

If the State vehicle is covered by auto physical damage insurance, please obtain two estimates of repair costs and forward to Risk Management.

Note: Do not delay sending this accident report—send estimates separately.

1. Offer assistance to anyone injured.

Do not move injured unless absolutely necessary.

2. Notify the police.

3. Don't comment on accident.

Give information as requested by police and provide all other information and comment to Office of Insurance.

4. Fill out this form.

Complete as much as possible at the accident site.

If accident involves serious injury or extensive property damage, contact Office of Insurance Management immediately. Call (208) 332-1869