MOTOR VEHICLE ACCIDENT REPORT	Please read the Privacy Act Statement on Page 3.	INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding $500.

SECTION I - FEDERAL VEHICLE DATA

1. DRIVER'S NAME *(Last, first, middle)*	2. DRIVER'S LICENSE NO./STATE/LIMITATIONS	3. DATE OF ACCIDENT

4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS	4b. WORK TELEPHONE NUMBER ( )

5. TAG OR IDENTIFICATION NUMBER	6. EST. REPAIR COST $	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED ☐ YES ☐ NO

11. DESCRIBE VEHICLE DAMAGE

SECTION II - OTHER VEHICLE DATA *(Use Section VIII if additional space is needed.)*

12. DRIVER'S NAME *(Last, first, middle)*	13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS

14a. DRIVER'S WORK ADDRESS	14b. WORK TELEPHONE NUMBER ( )
15a. DRIVER'S HOME ADDRESS	15b. HOME TELEPHONE NUMBER ( )
16. DESCRIBE VEHICLE DAMAGE	17. ESTIMATED REPAIR COST $

18. YEAR OF VEHICLE	19. MAKE OF VEHICLE	20. MODEL OF VEHICLE	21. TAG NUMBER AND STATE

22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS	22b. POLICY NUMBER
	22c. TELEPHONE NUMBER ( )

23. VEHICLE IS ☐ CO-OWNED ☐ RENTAL ☐ LEASED ☐ PRIVATELY OWNED	24a. OWNER'S NAME(S) *(Last, first, middle)*	24b. TELEPHONE NUMBER ( )

25. OWNER'S ADDRESS(ES)

SECTION III - KILLED OR INJURED *(Use Section VIII if additional space is needed.)*

A

26. NAME *(Last, first, middle)*	27. SEX	28. DATE OF BIRTH

29. ADDRESS

30. MARK "X" IN TWO APPROPRIATE BOXES	31. IN WHICH VEHICLE	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY
☐ KILLED ☐ DRIVER ☐ PASSENGER ☐ INJURED ☐ HELPER ☐ PEDESTRIAN	☐ FED ☐ OTHER (2)		

34. TRANSPORTED BY	35. TRANSPORTED TO

B

36. NAME *(Last, first, middle)*	37. SEX	38. DATE OF BIRTH

39. ADDRESS

40. MARK "X" IN TWO APPROPRIATE BOXES	41. IN WHICH VEHICLE	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY
☐ KILLED ☐ DRIVER ☐ PASSENGER ☐ INJURED ☐ HELPER ☐ PEDESTRIAN	☐ FED ☐ OTHER (2)		

44. TRANSPORTED BY	45. TRANSPORTED TO

46. Pedestrian

a. NAME OF STREET OR HIGHWAY	b. DIRECTION OF PEDESTRIAN *(SW corner to NE corner, etc.)*	
	FROM	TO

c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT *(Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)*

SECTION IV - ACCIDENT TIME AND LOCATION *(Use Section VIII if additional space is needed.)*

47. DATE OF ACCIDENT	48. PLACE OF ACCIDENT *(Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection: Kind of locality (industrial, business, residential, open country, etc.); Road description).*
49. TIME OF ACCIDENT AM PM	

50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.

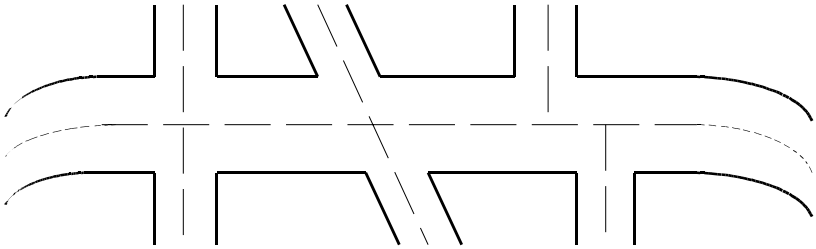
Example: 1 2

b. Use solid line to show path before accident and broken line after the accident 2 2

c. Show pedestrian by

d. Show railroad by

e. Place arrow in this circle to indicate *NORTH*



51. POINT OF IMPACT *(Check one for each vehicle)*

FED	2	AREA
		a. FRONT
		b. R. FRONT
		c. L. FRONT
		d. REAR
		e. R. REAR
		f. L. REAR
		g. R. SIDE
		h. L. SIDE

52. DESCRIBE WHAT HAPPENED *(Refer to vehicles "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).*

SECTION V - WITNESS/PASSENGER *(Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)*

A	53. NAME *(Last, first, middle)*	54. WORK TELEPHONE NUMBER ( )	55. HOME TELEPHONE NUMBER ( )
	56. BUSINESS ADDRESS	57. HOME ADDRESS	
B	58. NAME *(Last, first, middle)*	59. WORK TELEPHONE NUMBER ( )	60. HOME TELEPHONE NUMBER ( )
	61. BUSINESS ADDRESS	62. HOME ADDRESS	

SECTION VI - PROPERTY DAMAGE *(Use Section VIII if additional space is needed.)*

63a. NAME OF OWNER	63b. OFFICE TELEPHONE NUMBER ( )	63c. HOME TELEPHONE NUMBER ( )
63d. BUSINESS ADDRESS	63e. HOME ADDRESS	
64a. NAME OF INSURANCE COMPANY	64b. TELEPHONE NUMBER ( )	64c. POLICY NUMBER
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST $

SECTION VII - POLICE INFORMATION

68a. NAME OF POLICE OFFICER	68b. BADGE NUMBER	68c. TELEPHONE NUMBER ( )
69. PRECINCT OR HEADQUARTERS	70a. PERSON CHARGED WITH ACCIDENT	70b. VIOLATION(S)

SECTION VIII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form *(Sections I thru VIII)* is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER	71b. DRIVER'S SIGNATURE AND DATE

SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

72. ORIGIN	73. DESTINATION

74. EXACT PURPOSE OF TRIP

75. TRIP BEGAN	DATE	TIME *(Circle one)* a.m. p.m.	76. ACCIDENT OCCURRED	DATE	TIME *(Circle one)* a.m. p.m.

77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR
☐ ORALLY ☐ IN WRITING *(Explain)*

78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE
☐ NO ☐ YES *(Explain)*

79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS
☐ YES ☐ NO *(Explain)*

80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED.
☐ NO ☐ YES *(Explain)*

81. COMPLETED BY DRIVER'S SUPERVISOR	a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY	
	☐ YES ☐ NO	b. COMMENTS

82a. NAME AND TITLE OF SUPERVISOR	82b. SUPERVISOR'S SIGNATURE AND DATE	82c. TELEPHONE NUMBER
		( )

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SECTION XI - ACCIDENT INVESTIGATION DATA

83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. ☐ YES ☐ NO *(If "Yes", explain below.)*

84. PERSONS INTERVIEWED

NAME	DATE	NAME	DATE
a.		c.	
b.		d.	

85. ADDITIONAL COMMENTS *(Indicate section and item number for each comment.)*

SECTION XII - ATTACHMENTS

LIST ALL ATTACHMENTS TO THIS REPORT

SECTION XIII - COMMENTS/APPROVALS

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR	88. ACCIDENT REVIEWING OFFICIAL
a. SIGNATURE AND DATE	a. SIGNATURE AND DATE
b. NAME *(First, middle, last)*	b. NAME *(First, middle, last)*
c. TITLE	c. TITLE
d. OFFICE	d. OFFICE
e. OFFICE TELEPHONE NUMBER ( )	e. OFFICE TELEPHONE NUMBER ( )