



SELF-INSURANCE CARD

Entity: City of Fairfield
1000 Webster Street
Fairfield, CA 94533

Contact: Risk Management
riskmanagement@fairfield.ca.gov
(530) 524-2626
(707) 428-7500

THIS CARD MUST REMAIN IN THE CITY VEHICLE AT ALL TIMES

*This card is strictly limited to use in City-owned vehicles only. Use of this card while operating a personal vehicle, or any non-City vehicle, is expressly prohibited.

In Case of Accident:

DO NOT ADMIT FAULT. Do not discuss the accident with anyone except law enforcement, your supervisor or Risk Management.

- Call 911 if you are involved in an injury accident.
- Call the Fairfield Police Department (707) 428-7300.
- Contact your supervisor immediately.
- Take photographs of all four sides of the other party's vehicle.
- Take photographs of the surroundings and roadway.
- Secure the name and address of each driver, passenger and witness.
- Document the vehicle license and VIN number.
- Secure the name of the insurance company and policy number for each vehicle involved. Easiest way is to take photographs of the license and insurance information.
- Go the City's safety intranet page and complete an accident form.
- Employees are responsible for completing an SR1 with DMV for any accident with an estimated damage of \$1,000 or more within 10 days regardless of fault, including public safety. A link with instructions is located on the City safety intranet page.