

**BAY CITIES JOINT POWERS INSURANCE AUTHORITY**  
**1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833**  
**(800) 541-4591 ~ FAX (916) 244-1199**



**AUTOMOBILE LIABILITY COVERAGE INFORMATION**

**COVERED ENTITIES**

City of Albany  
City of Berkeley  
City of Brisbane  
Central Marin Fire Authority  
Central Marin Police Authority  
Town of Corte Madera  
City of Emeryville  
Town of Fairfax  
City of Larkspur  
City of Los Altos

City of Menlo Park  
City of Mill Valley  
City of Monte Sereno  
City of Novato  
City of Piedmont  
City of Pleasanton  
City of Redwood City  
Town of San Anselmo  
City of Sausalito  
City of Union City

The above entities are self-insured as permitted under Vehicle Code Section 16020(b)(4).

BCJPIA Administrator

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## BASIC ACCIDENT INFORMATION

### DO

1. Introduce yourself by name and title
2. Offer to get aid – police, paramedics, relative
3. Set out flares and other warning devices
4. Obtain statements from involved parties as to how accident happened
5. Obtain names of any possible witnesses
6. Identify workers in area by company, address, etc.
7. Determine the weather conditions
8. Obtain name, address, telephone number, and age of injured
9. If possible, determine if alcohol or drugs were involved
10. Take photos, if possible
11. Fill out as much of the vehicle accident report as practical and give to your supervisor *immediately*

### DO NOT

1. **DO NOT** admit that the city is responsible or admit to any liability
2. **DO NOT** move an injured party unless it is for their protection
3. **DO NOT** leave injured alone; wait for help to arrive
4. **DO NOT** give a statement to *anyone*
5. **DO NOT** discuss the accident with any bystanders
6. **DO NOT** indicate that the city will pay medical or any other expenses; “I’m sorry, I don’t know.”
7. **DO NOT** refer to a specific physician or hospital
8. **DO NOT** discuss the accident with anyone from the press

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