

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



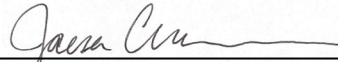
AUTOMOBILE LIABILITY COVERAGE INFORMATION

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 Union City

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



BCJPIA Executive Director

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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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