

## Auto Loss Report Form Instructions

The Auto Loss Report Form is for the initial notification that an incident has occurred involving a licensed vehicle, mobile equipment, trailer or any accessories attached to one of these. It is to be created and signed as soon after an incident as practical. Any report later than 10 days after the date of the incident is considered a late report. If any injuries occurred during the incident, this form must be completed within 1 calendar day of the incident. Refer to Policy SAF 14.01 Incident Reporting, Investigation and Review for more details.

### **Employee:**

Enter your information and that of your immediate supervisor on the first page. If your immediate supervisor is not available, you may send this to any next level manager. As the reporting employee you must use your E-mail on the first page. Complete the form to the best of your knowledge. Only fill out those fields that are either required or that you have information for. If any required field, such as "Driver", is unknown or there is no information then use "None" or "Unknown" and explain in the description field. Optional fields should be left blank if you have no information for that field. Attach any sketches or photos to the report before you submit it. You may also send them to [autoloss@azdot.gov](mailto:autoloss@azdot.gov) and note the 4 digit Vehicle ID number and Date of Incident.

You will get a copy of the completed forms once your Supervisor has completed the investigation.

### **Manager/Supervisor:**

Review the Auto Loss Report Form completed by your employee and conduct an investigation following the guidance in SAF14.01. The investigation should be complete within 5 days of receiving the Auto Loss Report. You do not need to sign the form until you have completed the investigation.

If the event involves a member of the public you may request a copy of the law enforcement crash report as part of your incident investigation. Crash Reports can be requested by contacting [Insurancerecovery@azdot.gov](mailto:Insurancerecovery@azdot.gov). Provide the DR number and note that the request is part of your incident investigation.

Copies of both completed forms will be sent to your email and the employee once you have signed the Incident Investigation Form.

Note: Personnel actions should not be included on the Incident Investigation Form. However, actions items such as training and coaching are reasonable.