

City of Phoenix – Section 5310 Accident/Incident Report

URGENT: All reportable incidents/accidents must be reported within 72-hours from time of occurrence. This report form should be returned directly to your Program Coordinator/Director for completion and then emailed to City of Phoenix Public Transit Department, Section 5310 Program Coordinator at **[Section5310@phoenix.gov]**.

Accidents: 1) An individual dies; or 2) an individual suffers bodily injury and immediately receives medical treatment away from the scene of the accident; or 3) an occurrence in which any vehicle (including non-FTA funded vehicles) incurs disabling damage as the result of the occurrence and such vehicle or vehicles are transported/towed away from the scene; or 4) if the vehicle is removed from operation.

Incidents: A casualty is the loss of property, including damage and destruction, that occurs because of a sudden event. Vehicles that are damaged and repairable must be repaired to an equal or better condition, compared to the condition prior to the incident.

AGENCY NAME: _____

Type of Accident/Incident: Collision (Fatality) Collision (Injury) Collision (No Injury)
Casualty Other (explain): _____

SECTION 5310 VEHICLE INVOLVED:

Year: _____ Make: _____ Model: _____

VIN: _____ Mileage: _____

ACCIDENT/INCIDENT INFO:

Police Involvement? Yes/No _____ Police Report Number: _____ (Attach copy)

Date of Accident: _____ Time: _____

Accident Location/Address: _____

Accident/Incident Description:

Vehicle Damage Estimate (if known in 72 hours): _____ **Vehicle Totaled?** Yes/No

Agency Staff Involved (Name/Title): _____

Agency Staff submitting Report (Name/Title): _____

Name/Title Responsible Agency Rep: (CEO, Exec Dir, Manager, Program Director): _____

Responsible Agency Rep Signature: _____ Date: _____