

INSTRUCTIONS:

All applicable sections must be completed for all losses. Please enter N/A if section does not apply.

Motor vehicle accident involving one or more City of Meriden Vehicle(s): complete sections A, B and F.

Motor vehicle accident involving one or more City of Meriden Vehicle(s) and one or more private motor vehicle(s): complete sections A, B, C, E and F.

City of Meriden property damaged: complete sections A, C, D, E and F.

Private person injury: complete sections A, E and F.

Student injury: complete sections *A, E and F. (* Department should include school name.)

DEFINITIONS:

Contact Person: City of Meriden person who will be contacted by City's insurance carrier.

Loss: Any type of accident or incident resulting in damages EXCLUDING workers' compensation.

Non-city: Property or person not in City of Meriden's possession or employ. Also referred to as "private."

Official Reports: Police report, supervisor's investigation report, estimate, etc.

Previous Damage: Damage resulting from accident other than current incident.

Property: Building, surrounding land, equipment, furniture and/or personal property.