* Pull off the roadway and turn on vehicle hazard lights if possible.
* If you are in a safe place, stay on the scene.
* Call 911 if there are injuries or the roadway is blocked.
* Be sure to exchange driver’s licenses and insurance cards.

-Names, addresses and phone numbers involved in accident

-Make and model of each car

* Take pictures of the accident scene and vehicle damage.
* Call Police to file report

**All accidents require claims to be reported to the HR department.**  **All drivers must have valid current Drivers’ License and be employed with Connections Credit Union.**

**Admin Offices 208-233-5544/Ext. 141**

**Human Resources 208-577-5733**

**Oak St 208-233-5544/Ext. 142**

**Olympus 208-233-5545/Ext. 173**

**Firth 208-528-7968/Ext. 163**

**Idaho Falls 208-529-0444/Ext. 154**

**Emerald 208-577-5726**

**Meridian 208-577-5703**

**Boise Downtown 208-577-5727**

**Nampa 208-475-0311**

**Heyburn 208-677-4519/Ext. 271**

**Twin Falls 208-733-6788/Ext. 282**