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IN CASE OF AUTO ACCIDENT . . .

Procedure to be followed when COFO Workers are involved in wrecks

- 1) If anyone is injured and in need of medical care, the first step is of course to call an ambulance and to aid the injured.
- 2) The license plate number, make and year of all cars involved should be written down. You should also see the driver's license of all drivers involved, and take down their names and addresses.
- 3) In most cases you should notify the local police or highway patrol about the accident before you leave the scene. This way you will avoid being charged with hit and run driving. The police will also make records of the accident.
- 4) Under no circumstances should you promise the other driver that you will pay to have his car fixed, for it may be that you are not legally responsible.
- 5) After leaving the scene of the accident, write or phone a full report, including all information about the other driver, to COFO's insurance agent

Mr. Ed Rodriguez
Jackson Central Insurance
1072-1 Lynch St.
Jackson, Mississippi
Phone 352-5586

- 6) A written report on all accidents is required by the State Highway Patrol. This report will be filed for you by Mr. Rodriguez as soon as you send in your report to him.
- 7) You should also notify the COFO office in Jackson (1017 Lynch St.) of any accidents in which you are involved.