Apex Systems
Car Rental Accident/Incident Reporting Procedures

You must follow this process if you are in an accident while driving a vehicle rented by Apex Systems. After the accident, you must complete the Apex Systems Vehicle Incident Report, which can be found on the Travel & Event Planning section of the intranet. **The form must be completed accurately and entirely.** Describe in detail the events that occurred before, during and after the accident, including other pertinent information, i.e. weather conditions, road conditions, etc. If a police report was attained, please provide a copy along with the Vehicle Incident Report.

This form must also be prepared for non-accident damages including the following. *Please note this list is not all-inclusive and you may have additional reasons to report issues.*

- Radio missing
- Any tire missing (including spare)
- Battery missing
- Wheel covers missing
- Windshield or other glass damage
- Trunk lock "popped"
- Head or tail light broken
- Interior damage
- Vandalism
- Scratches
- Theft of rental car

You will also need to complete an Accident/Incident Report with the rental car vendor. Generally this form can be found in the rental vehicle's glove box, inside of the rental jacket, or available at the rental counter. **This form must be completed when you return the car to the rental company.**

When filling out the rental car company's accident/incident report, please make sure the following items are included. Leaving these fields blank may delay processing due to missing additional required information:

- Company Name: Apex Systems
- Branch and Apex Contact
- Avis Corporate Discount Number AWD# **S966300**
- Budget Corporate Discount Number BCD# **D632800**
- Hertz Corporate Discount Number CDP# **1295160**

APEX Systems
A DIVISION OF ON ASSIGNMENT

Apex Systems Travel Department
4400 Cox Road
Glen Allen, VA 23060
kgilliam@apexsystemsinc.com

Driver to complete all applicable information.

Submit

☐ Rental (attach copy of Rental Agreement)
☐ Other (attach copy of Trip Ticket or Other Documentation)

Claim Number								

Branch	Apex Contact	RentalLocation	Insurance Declined ☐ Yes ☐ No	Excess Charged ☐ Yes ☐ No
Rental Agreement or Trip Ticket No.		Vehicle Unit No.		Amount Charged on
Vehicle Make and Model		Registration No.		

Vehicle Incident Report

Renter of Vehicle	Renter's name as shown Rental Agreement	Method of Payment DIRECT BILL	C.D.P No.	Mileage At Check In
	Number and Street	Email address		
		Name of Renter's Employer		
	City/State/Postcode	Renter's Phone No. B: H:		Type of Rental ☐ Business ☐ Personal
Driver of Rental Vehicle	Driver's Name as shown on Driver's License	Drivers License No.	Expiry Date	Issue State
	Number and Street	D.O.B / SEX	Relation to Renter	No. of Occupants In Vehicle
	City/State/Postcode / Tel No.	Driver's email address		
	Do you have insurance? ☐ Yes ☐ No / Name of your Insurance Co.	Address of Insurance Company		

All claims and/or insurance related questions regarding vehicle incident and accidents should be referred to the Apex Systems Travel & Event Planning department at 855-290-1731 or via email to Katia Gilliam at kgilliam@apexsystemsinc.com.