

## Auto accident reporting procedures while operating University or Rental Vehicles

### IF YOU ARE IN AN ACCIDENT ON OR OFF CAMPUS:

- If injured call 911. If another vehicle is involved, you must obtain a police report. (Your employer requires it.)
- Call Campus Security (674-8111) and your immediate supervisor immediately.
- The Insurance Specialist in Financial Affairs must be notified by you or your immediate supervisor. (674-7340)
- You must speak to the Insurance Specialist prior to talking to any insurance company representative.

### IF WHILE OPERATING A UNIVERSITY VEHICLE YOU BREAKDOWN:

- Between the hours of 7:30AM and 4:30PM, Monday - Friday call the Transportation Department at 674-7287.
- If you breakdown before or after the above listed hours call Campus Security at 674-8111 for instructions.
- Leave your name and number with Security.
- If more than 75 miles away go to a local service station for immediate help then call Security for further instructions. (You must give your name, phone number, location, vehicle number & your department info.)

### **IF YOU HAVE AN ACCIDENT WHILE OPERATING A RENTAL VEHICLE**

- You must report the accident to the rental car company.
- Please contact your immediate supervisor.
- The Insurance Specialist in Financial Affairs must be notified immediately. (674-7340)