

#### Vehicle Accidents/Damage Procedures:

Should an accident occur while using a University owned, leased or business rental vehicle, please complete the 'Vehicle Accident Report' located on the Risk Management website and report it to your department manager and the Risk Management office as soon as possible.

(Terry Gordon/ Risk Management: [tgordon@stetson.edu](mailto:tgordon@stetson.edu) / Phone: 386-822-7701)

Please also submit any police reports obtained(or police report number).

For university rental cars, the accident/claims process will require a legible copy of the Rental Agreement and any accidents or vehicle damage must also be reported to the Rental company. Please obtain a copy of their report as well.

#### If involved in an auto accident with a University vehicle:

- Notify the proper authorities immediately and obtain a copy of the police report, or obtain information from the Officer needed to obtain the report.
- Whether or not an officer is in attendance, always exchange pertinent information with the "Other Driver" for insurance filing.
- Important Information to Obtain from Other Driver(if applicable):
  - Name
  - Address & Phone#
  - Auto Insurance Company Name
  - Insurance Company Policy# & Phone#
  - Other Driver's Vehicle Info: Year, Make & Model
  - Witness/Passenger Info if any.
- **Note Also:**
- Date, Time & Location of Accident
- Name of Law Enforcement Agency (DPD, State Trooper, County Sheriff, etc)
- Any Damages to Vehicles or other structures
- Any Injuries known