Purpose
To assure university compliance with the requirements of the insurance carrier for University-owned vehicles.

Objective
To provide for a structure to have all accidents reported in a consistent manner.

Policy
A. For the purposes of safety and loss risk analyses, all accidents involving University-owned vehicles are to be reported to the nearest police department. The police will either investigate an accident or report it to the University police department. If an accident occurs outside the Commonwealth, the nearest police department is to be notified and requested to investigate.

B. An accident form for University-owned vehicles (Form STD-541) shall be placed in the glove box of each vehicle. In addition, forms shall be available from the University Vehicle Dispatcher who is located in the Facilities and Planning Department.

Procedure
Any driver involved in an accident while operating a University-owned vehicle must do the following (if appropriate):

A. Obtain the license numbers of all vehicles involved.

B. Obtain the names and addresses of all persons involved.

C. Obtain the names and addresses of all witnesses, if possible.

D. Contact the nearest police department.

E. Contact the University Vehicle Dispatcher and complete accident form STD-541.

F. Do not discuss the accident or any implication of fault with anyone except the police, the University Automotive Officer or other authorized University personnel.

G. Any driver of a university owned vehicle that is involved in an accident will attend a driver refresher training course. This course will be provided by the Environmental Health and Safety Department.

Management Procedure
1. Receive copy from Fleet Operations
   A. Make sure you have 2 or 3 estimates to send in with the accident report.
2. Make a copy of all reports for the file and date it.

3. Send the original of all copies to Pat McLane.
   A. Bureau of Risk Management
      C/o Pat McLane
      P.O.Box 1365
      Harrisburg, PA 17105