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.

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 Environmental Health and Safety Department at 7247382207 and complete accident form STD-541.
F. Do not discuss the accident or any implication of fault with anyone except the police, or other authorized University personnel.

Management Procedure
1. Receive form STD-541 from Environmental Health and Safety Department at 724 738 2207
   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
   A. Bureau of Risk Management
      P.O.Box 1365
      Harrisburg, PA  17105