# FACILITIES, PLANNING & ENVIRONMENTAL SAFETY

**FLEET OPERATIONS**

**UNIVERSITY-OWNED VEHICLE ACCIDENT REPORTING**

**PROCEDURE #F&P-4830-01**

# 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

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| 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):

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| 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 724-738-2207 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.

1. Make a copy of all reports for the file and date it.
2. Send the original of all copies to

Bureau of Risk Management

P.O. Box 1365

Harrisburg, PA 17105