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WHEN YOU HAVE AN ACCIDENT
ALL VIRGINIA TECH VEHICLES OR RENTAL VEHICLES

<u>CALL THE POLICE</u>

DO NOT COMMENT ON WHETHER OR NOT THE ACCIDENT WAS YOUR FAULT.

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Make **NO** statements to anyone other than the police, a supervisor/unit coordinator, Virginia Tech Legal Counsel or Risk Management.

WHAT TO DO:

1. As the operator of a State-owned vehicle, or rented vehicle, you are required to immediately call the State Police if the accident occurred off-campus or the Campus Police if the accident occurred on campus. (Numbers Enclosed)

2. Obtain names, addresses, phone numbers, license numbers, insurance and policy numbers of all persons and vehicles involved.

3. Obtain name, address, and phone number of any person who claims to be injured.

4. Note all property damage.

5. Note the number of people who were in the other cars.

6. Obtain the names, addresses, & phone numbers of witnesses who saw the accident.

7. Call your supervisor as soon as possible. In the case of Motor Pool vehicles, call the Motor Pool at (540) 231-6141.

8. Virginia Tech is self-insured for auto liability through the State's Division of Risk Management, which does not have adjusters or appraisers. If you have questions about this process, please contact the Virginia Tech Office of Risk Management at (540) 231-7439.

9. If the other driver would like to assert a claim, please have the other driver send all supporting documents, including details of the incident to the Department of Treasury, division of Risk Management, P. O. Box 1879, Richmond, VA 23218-1879. Call (804) 786-3152

The AUTOMOBILE ACCIDENT REPORT is the form inside this envelope.

- If you are driving a Motor Pool vehicle, complete and return the report to the Virginia Tech Motor Pool (0519)

- For all vehicle types, owned by departments, including Physical Plant vehicles or a rental vehicles the report should be completed and returned to the Virginia Tech Office of Risk Management (0310), North End Center, Suite 3300, 300 Turner Street, NW, Blacksburg, VA 24061.

- This report can be found on our website www.risk.controller.vt.edu .

DEPARTMENT RESPONSIBILITIES:

IF SOMEONE IS INJURED AND MEDICAL TREATMENT IS REQUIRED, the department which authorized the vehicle usage has the responsibility to promptly notify family or parents of the injured parties, especially if persons are hospitalized. The following information should be given to the parents or family member:

1. Name of injured party and that he or she was involved in the accident.

2. Name and telephone number of the facility to which the person was taken for care or treatment.

3. Should other questions exist, contact the Virginia Tech Office of Risk Management at (540)231-7439.

   QUESTIONS: If you have questions, contact:
   Motor Pool – (540) 231-6141   Risk Management – (540) 231-7439   Your Supervisor