



"Creating an excellent college experience"

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<b>Section:</b> <b>Operations</b>	
<b>Subject:</b> <b>Vehicle Accident Reporting</b>	

## Vehicle Accident Reporting:

This is the process to be used when a Dining Services Vehicle has been in an accident. It is imperative this procedure is followed according to Risk Management Procedures. BEFORE driving a USU Vehicle the driver must have completed the State Driver Certification process, see policy 125.

### Procedure:

1. Once the accident occurs CALL THE POLICE at the scene of the accident, if possible.
  - a. The police will give an impartial report and document the time, place and damages done to the involved vehicles.
2. Immediately after contacting the police, contact the Executive Director to report the accident.
3. If possible, take pictures of damage at the scene for future documentation.
4. A USU Vehicle Accident Report must be completed by the driver with accident details and an accurate description of the damages.
  - a. [http://www.usu.edu/riskmgmt/docs/2015\\_Vehicle\\_Accident\\_Report.pdf](http://www.usu.edu/riskmgmt/docs/2015_Vehicle_Accident_Report.pdf)
5. Operations Manager will review and submit the report, any pictures, and vehicle quotes to Risk Management Staff
  - a. Mike George, Risk Manager  
**Phone:** 435 797-1844  
**FAX:** (435) 797-1825if  
**Email:** [mike.george@usu.edu](mailto:mike.george@usu.edu)
  - b. Jarrod Larsen, Risk Officer  
**Phone:** 435 797-1844  
**FAX:** (435) 797-1925  
**Email:** [jarrod.larsen@usu.edu](mailto:jarrod.larsen@usu.edu)
6. A copy of the report will also be sent to the Executive Director.

Please refer to the section below that applies to the situation:

### **USU at Fault -- USU Vehicle**

This applies to single vehicle accidents (no fault) such as hitting a deer. The driver should call USU Risk Management Services and submit:

1. USU Vehicle Accident Report with police report number and other driver information.
2. An estimate of repair from Millers Autobody for the damaged USU vehicle.

The USU vehicle's department is responsible for repair and payment to the shop. When insurance recovery is approved and received, USU Risk Management will deposit a State of Utah check into the designated department account.

If damages exceed the value of the vehicle, it is considered totaled. Only the State Division of Risk Management can determine if a USU vehicle is totaled. The DRM will usually send an adjuster to assess the vehicle's damage

and authorize a recovery check for the estimated value of the vehicle to the department. The vehicle will be towed off campus for salvage.

### **USU at Fault -- Other Vehicle**

The other vehicle owner should call USU Risk Management Services and submit:

1. Police report or name of officer and report number
2. A copy of the vehicle registration with owner's name, address and phone number
3. At least two estimates of repair

The insurance recovery check will usually be sent directly to the other vehicle owner who should arrange and pay for repair.

### **Other Driver at Fault -- USU vehicle**

The USU driver should contact the insurance agent of the other liable driver to get insurance recovery instructions. Risk Management can offer assistance in the initial contact, but recovery negotiations are often more efficient and timely when performed by the involved department.

### **Unsure of Liability**

In some accidents no citations are given or fault is not apparent and may be split. In these cases, the USU driver should refrain from statements regarding probable liability or inferences of commitment for the University. Call USU Risk Management Services and submit:

- USU Vehicle Accident Report
- Police report and other driver information. It is very important to get the other driver's insurance agent and phone number
- An estimates of repair from Millers for the damaged USU vehicle