



## Vehicle Accident Reporting Procedure

### For All Accidents:

1. Pull out of the driving lane on to the shoulder and turn off the ignition.
2. Activate the four-way flashers on the vehicle.
3. **Immediately** contact the local police (911) to advise them of the accident and to get medical assistance if there are any injuries.
4. Do not admit fault or give written statements.
5. Exchange driver's information listed on your certificate of insurance. **At a minimum**, write down:
  - Driver's name
  - Driver's license number and state
  - Phone number
  - Address
  - Insurance Company and policy number
  - License plate number
6. Be prepared to provide the following additional information when you return to campus:
  - Make, model and year of vehicle
  - Damage to vehicle
  - Injury to driver, if any
  - Date, time, road and weather conditions
  - Names and phone numbers of any passengers
  - Injuries to any passengers
  - Names and phone numbers of any witnesses
  - Copy of any photographs
7. When local police respond to the accident, request the investigating officer's name, badge number, phone number, and report number. Ask for an accident report form. If the local police will not file a report (because damage is minimal and there are no injuries), ask them to make a note in their records that you called in the accident.

### Phone Numbers

- 911 – Contact local police **immediately**
- (517) 265-5161 x.4457 – Contact the Plant Department **within 24 hours** for fleet vehicles
- (517) 264-3850 – Contact the Business Office **within 24 hours** for rental vehicles.

## **Fleet Vehicles**

Insurance information is located in the glove compartment of all fleet vehicles. If a fleet vehicle is damaged and cannot be driven, have the vehicle towed to the nearest dealership or repair facility and make alternative arrangements to return to campus or continue to your destination (taxi or rental vehicle).

## **Rental Vehicles**

When renting a vehicle for College business, it is important to familiarize yourself with the rental company's accident reporting procedures. The accident procedures are often printed on the rental agreement. If you are involved in an accident with a rental vehicle, please adhere to the agency's reporting requirements. You should provide the name of the College's insurance company, **Citizens Insurance Company of America**, and direct the owner of the other vehicle to the Adrian website (insert link) for our Certificate of Insurance. They may also contact the Business Office at (517) 264-3850 for additional assistance.

## **Personal Vehicles**

Employees are encouraged to use a College owned vehicle for business travel. It is important for employees to be aware that when using a personal car for College business use, the employee's personal car insurance carrier provides liability coverage. It is the obligation of the owner of a personal vehicle being used for College business to carry adequate insurance for his or her protection and for the protection of any passengers. In the event of an accident, the employee is responsible for his/her own auto insurance deductible.

## **Citations / Arrests**

Drivers are responsible for payment of fines for all citations, including moving violations or parking tickets. All citations for moving violations must be reported to the Business Office at (517) 264-3850.

If you are arrested at the scene of an accident (e.g., for drunk driving, reckless endangerment) you are responsible for any legal costs you may incur including attorney fees, bail, court costs, towing, impound fees, etc. The College is not responsible for any unlawful acts of its employees or students, and will not defend or indemnify them for alleged wrongful acts involving the use of its vehicles or vehicles rented on college business.