



Automobile Accident Reporting Procedures

These procedures provide guidance for employees and students involved in vehicle accidents while in the scope of conducting University Business. Department heads/supervisors should ensure that their personnel are aware of and adhere to the guidelines herein.

PRIMARY ACTIONS:

1. **Move to a safe location.** If you are on the road be sure to pull over to a safe area out of the flow of traffic. Remain with the vehicle unless in an emergent situation or what may appear to be a dangerous situation. Do not move injured parties. Encourage all injured parties to seek medical attention.
2. **Contact law enforcement.** Contact the nearest law enforcement agency (911). In the event the accident is on campus, notify the Department of Public Safety as well.
3. **Protect the Scene.** Do not move vehicles unless told to do so by local law enforcement authorities or if leaving your vehicle in its location would subject you or others to greater harm.
4. **Collect information.** Record names and addresses of all witnesses and occupants of involved vehicles. Record vehicle license numbers and collect insurance information from vehicle drivers. Take photos of the accident and all vehicles involved, if possible. If no camera is available, please note the damage to the other vehicles.
5. **Do Not Argue!** Make no statement except to proper authorities. Do not plead guilty or admit fault. Do not sign any papers concerning responsibility.
6. Before leaving the accident scene, verify that all the facts have been obtained. If driving a rental vehicle, you must report the accident to the rental car company.
7. Drive vehicle only if it has been determined by law enforcement authorities to be safe to do so.

SECONDARY ACTIONS:

Risk & Compliance Management must be notified immediately if anyone is injured or serious property damage is involved. All other accidents must be reported within 24 hours of the accident. To report an automobile accident, contact the Department of Public Safety at (570) 408-4999. Your supervisor should be notified as soon as possible.

A completed Vehicle Incident Report form, as well as the Public Safety report (if applicable) must be submitted to the Office of Risk & Compliance Management no later than two (2) business days of the accident. A police report must be submitted to the Office of Risk & Compliance Management no later than seven (7) business days of the accident.

NOTE: It is the responsibility of the Wilkes driver involved to initiate contact with the Third Party Insurance Agent and to collect and submit all required information in a timely manner.