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UNIVERSITY FACILITIES MANAGEMENT

FLEET SERVICES

Accident / Incident Procedures

01/2020

**What must I do if I am involved in an accident or incident?**

1. If you are involved in an accident/incident that results in damage to any equipment, vehicle, vessel or property you MUST:

- Immediately notify the local law enforcement agency and file an accident/crash report
- Immediately notify your supervisor
- Immediately contact Fleet Services so the unit(s) can be photographed and inspected
- Complete an Accident/Incident Report and return it to Fleet Services the same day.

**Note:** If you are involved in an accident/incident on a public roadway the same procedures must be followed even if there is no damage.

**Vehicle Accident/Incident Reporting Procedures**

If you are involved in an Accident/Incident:

1. Stop at once. Check for injuries and send for help if needed. Do not leave the scene but stay in a safe location.
2. Protect the scene. Set up emergency signals to prevent further injury or damage.
3. Contact local law enforcement, even if there doesn't appear to be injuries or vehicle damage and even if the other party requests that you do not notify local law enforcement. If the other party leaves the scene record the license plate number of the vehicle and wait for police.
4. Record names and addresses of all witnesses, occupants and drivers of involved vehicles. Obtain insurance company name and policy numbers for each vehicle involved. Record vehicle license numbers.
5. Do not argue or admit fault and make no statement except to proper authorities. Sign only official police reports.
6. Contact your supervisor.
7. Contact Fleet Services for inspection and assessment of damages.
8. Complete an Accident/Incident Report immediately and forward to Fleet Services and the Risk Management Office in person, email or fax.
9. If any operator or passenger requires medical attention you MUST contact the Risk Management Office within 24 hours.
  - a. Injury reports must be completed within 24 hours by supervisor and forwarded to the Environmental Health and Safety Office no later than two (2) business days after the incident occurs.
10. Contact numbers:
  - a. Kent State University Police:

Emergency (On Campus)	911
Non-emergency	330-672-2212
b. Fleet Services	330-672-1970, 330-672-2345
c. Risk Management	330-672-1949
  - b. Fleet Services
  - c. Risk Management

Accident reports and insurance cards are located in the vehicles glove compartment. If they cannot be located, contact Fleet Services for replacements or you can find these forms on the Fleet Services website at:

<https://www.kent.edu/ufm/accidents-insurance>