

KENT STATE UNIVERSITY
FLEET SERVICES - RISK MANAGEMENT
Equipment, Vehicle & Vessel Accident / Incident Report
6/4/2012

Complete report and Submit to: Fleet Services, 1781 Summit St. Kent, Ohio 44242 and Risk Management
310 Harbour Hall, Kent, OH 44242

Fleet Services: (330) 672-0818
Fax: (330) 672-5313

Risk Management: (330) 672-1949
Fax: (330) 672-3662

KSU DRIVER AND EQUIPMENT, VEHICLE OR VESSEL INFORMATION

Date _____ Time _____ Location _____

Name _____ KSU Department _____

Home Address/City/State/Zip _____

Driver's License Number: _____ Licensing State: _____

Vehicle Information:

Year _____ Make _____ License Number _____ Serial No: _____

Enterprise Rental Fleet Rental Damage Found - Unknown Cause

OTHER EQUIPMENT, VEHICLE OR VESSEL INFORMATION

Driver Name _____ Phone: _____

Home Address / City / State / Zip _____

Driver's License Number: _____ Licensing State: _____

Insurance Company/Phone _____

Owner Name (if other than driver) _____

Address of Vehicle Owner _____

Vehicle Information:

Year _____ Make _____ License Number _____ Serial No: _____

ACCIDENT / INCIDENT INFORMATION

Weather:

_____ Clear _____ Raining _____ Snowing _____ Fog
_____ Sleetng _____ Dust/Smoke _____ High Wind _____ Other _____

Pavement:

_____ Asphalt _____ Concrete _____ Gravel/Dirt _____ Other _____
_____ Steel _____ Wood _____ BrickStone

Conditions:

_____ Dry _____ Wet _____ Slippery _____ Pot Holes
_____ Other

Seat Belt: Used Not Used

Air Bag Deployed: Yes No

Was a citation issued: Yes No To Whom: _____

POLICE OFFICER ASSISTING

Name _____ Badge No. _____ Police Report Made: ____ Yes ____ No

City _____ Citation issued: _____

Report Number: _____

