



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

DATE ISSUE
10/20/97

REVISION
3

PAGE
F10-110.0

SUBJECT
FACILITIES AND SERVICES

SUB-TOPIC

MOTOR VEHICLES, Continued

Reporting Accidents: The procedure for reporting accidents or occurrences which may lead to claims should be:

A. Accidents or Occurrences on Public Streets, Roads or Highways:

1. Do NOT move the vehicle until authorized by the investigating police agency. If the accident should occur in a congested or dangerous area and no one is hurt in either vehicle, drive to the side of the road or to the nearest exit.
2. Notify, or have notified, local emergency service and, if necessary, ambulance.
3. Call local police. Tell police that a state vehicle has been involved in an accident and a police report is needed. Report facts in detail to the local police only. Do NOT sign a statement or document concerning the accident, except for a licensed authority such as the police. Ask for the police report number. If the police will not come to the accident site, get the following information from the driver of the vehicle.
 - Name
 - Address
 - Phone Number
 - Name of Insurance Company & Policy Number
 - Driver's License Number
 - Color, Make and Model of Vehicle
 - License Plate Number
4. Immediately notify Transportation Services at (972) 883-2261 (leave a message if after business hours) who will notify the insurance carrier, arrange for the insurance adjusters to inspect the vehicles and make necessary reports to UTD and the U.T. System.

B. Accidents or Occurrences on UTD/Richardson or UTD/Callier Center Property

1. Do NOT move the vehicle until authorized by the investigating police agency.
2. Notify the UTD Police who will call local emergency service, if necessary, and make a report on the accident. NOTE: Do NOT sign a statement or document concerning the incident, except for a licensed authority such as police.