Delaware State University

University Area(s) Responsible: Office of Finance and Administration; University Operations Department; Office of Fleet Services; Office of Occupational Safety and Health

Procedure Number & Name: 9-04: Accident/Incident Reporting

Approval Date: 7/11/11

Revisions: _____________________________

Related Policies and Procedures: ________________

I. PURPOSE
To provide operators of all Delaware State University owned motor vehicles with guidance in reporting vehicle related accidents and/or incidents.

II. SCOPE
This policy applies to all personnel who operate DSU owned vehicles.

III. POLICY
In the event of an accident or incident involving a University owned vehicle while in the performance of their official duties, the vehicle operator must be familiar with the proper procedures to report the accident/incident. Prompt, accurate reporting will enable the respective
authorities to act, thereby completing all necessary actions to return the vehicle to service and further document the event. This policy will detail the steps that *must* be taken to ensure prompt and accurate reporting.

**IV. PROCEDURES**

**A. Vehicle Related Incidents**

Vehicle related incidents are those incidents that involve a DSU owned Motor vehicle, other than an accident resulting in damage to the vehicle, other vehicles, or property during operation.

These incidents may include, but are not limited to:

1. Vandalism of vehicle.
2. Theft of vehicle.
3. Unauthorized use of vehicle.
4. Use of DSU owned vehicle by unauthorized persons.
5. Misuse of vehicle: speeding, reckless/aggressive driving of vehicle, etc.

In the event a vehicle related incident is noticed, the following information, if available, will be reported as soon as possible to The Office of Fleet Services: *(Monday-Friday call 857-6274 (7:30 – 4:30). After-hours and weekends call Public Safety at 857-6290.)*

1. Description of incident.
2. Type of vehicle.
3. License # of vehicle, DSU ID number, if known.
4. Location of incident.
5. Time and date of incident.
6. Description of driver.
7. Any other information that may be pertinent.
B. Vehicle Accident Reporting

To report an accident in which a DSU vehicle is involved, the following procedures are to be strictly adhered to:

1. Turn off ignition.
2. Call ambulance (If needed).
4. Obtain names and addresses of witnesses.
6. Contact DSU Office of Fleet Services at (302) 857-6274.
7. Before leaving scene of accident, complete pink Certificate of Insurance card found in each vehicle. Determine if the vehicle can be safely driven. If so, return vehicle to The Office of Fleet Services parking area.

If vehicle must be towed, it must be towed to Fleet Service parking area or Dover Auto body, whichever is nearest to accident scene. Report to The Office of Fleet Services with completed Certificate of Insurance card.

Operators of DSU owned vehicles must familiarize themselves with these procedures and follow them, unless accident related injuries prevent them from doing so.

A State of Delaware Accident Report, (provided by DSU Fleet Services), must be completed immediately upon your return to DSU to facilitate repairs and reimbursements.

- These accident reporting procedures comply with the latest memorandum from the State Insurance Coverage Office.
- It will be the responsibility of the using department to pay the first $500.00 for repairs to vehicles for damage incurred during operation. Using department will pay complete repair bill and be reimbursed by the State Office of Insurance Coverage for that amount over $500.00. For this reason, it is important that the Accident Form is completed and turned in for review by The Office of Fleet Services and promptly submitted to the State Insurance Coverage Office.
- It is imperative that all accidents/incidents are reported immediately and that pertinent forms are completed promptly to ensure repairs are completed and vehicles are returned to service.
Note: Insurance Coverage Office will determine who was at fault after their investigation.

Transportation for University students who are left behind during a University sponsored field trip or an away athletic competition event (Addition: 10/17/11)

All University field trip/away athletic competition travel events should begin and end on campus. Transportation back to campus must be provided by the sponsoring University unit/department for any student left behind if approved by the person in charge of the trip as being something the student had no control of, which would include a student becoming ill, being hospitalized, being in an accident or death while on an approved University trip/competition event. The University administrator in charge of the trip will make the decision as to whether or not the student was at fault for being left behind. This shall not apply if the student(s) did not use approved transportation for the trip provided/arranged by the University unit/department. The University is not obligated to provide transportation back to campus for students who simply miss the appropriate transportation assigned for the event or do not follow the directions/guidelines provided by the person in charge of the trip and/or event.

If DSU students are left behind for any reason the person in charge of the trip shall immediately notify the VP for Student Affairs, the administrator who authorized the trip, the Safety/Risk Manager and the Public Safety Department. Students who happen to be minors have to have parental permission to go on a field trip and parents need to be informed of any travel incidents involving their son or daughter.