



Delaware State University

University Area(s) Responsible: Office of Fleet Services

Procedure Number & Name: 09-04 Accident/Incident Reporting

Approval Date: 02/29/2016

Next Review Date: 03/01/18

I. Purpose

To provide Authorized Drivers 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. Definitions

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:

- a. Vandalism of vehicle.
- b. Theft of vehicle.
- c. Unauthorized use of vehicle.
- d. Use of DSU owned vehicle by unauthorized persons.
- e. Misuse of vehicle: speeding, reckless/aggressive driving of vehicle, etc.

V. Reporting Procedures

A. Vehicle Incident Reporting

In the event a vehicle related incident is noticed, the following information, if available, must 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 contact the DSU Police Dept. at 857-7911

- a. Description of incident.
- b. Type of vehicle.
- c. License number of vehicle, DSU ID number, if known.
- d. Location of incident.
- e. Time and date of incident.
- f. Description of driver.
- g. 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 shall be followed:

- 1) Turn off ignition.
- 2) Immediately notify police (Dial 911 for all accidents).
- 3) Obtain names and addresses of vehicle operators and witnesses as well as vehicle description and tag information for all involved vehicles.
- 4) Contact the DSU Police Department at **(302) 857-7911**.
- 5) Contact the DSU Office of Fleet Services at **(302) 857-6274**.
- 6) Contact the Risk & Safety Manager at **(302) 857-7095**.
- 7) Before leaving scene of accident, complete the Accident Information card found in each vehicle. If the vehicle can be safely driven, return vehicle to The Office of Fleet Services parking area.
- 8) If vehicle must be towed, all information pertaining to towing operator and location of towed vehicle must be provided to The Office of Fleet Services.
- 9) All Authorized Drivers of DSU owned vehicles *must* familiarize themselves with these procedures and follow them.
- 10) A State of Delaware Accident Report, (provided by DSU Fleet Services), must be completed immediately to facilitate repairs and reimbursements, but not less than one business day after the accident. This will ensure timely repairs and return to service of fleet vehicles. Failure to complete an accident report within the allotted timeframe could result in loss of driving privileges.
 - a. These accident reporting procedures comply with the latest memorandum from the State Insurance Coverage Office.

- b. 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 of Delaware Insurance Office 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 of Delaware Insurance Office.

Note: The State of Delaware Insurance Office will determine which party to an accident was at fault at the conclusion of their investigation.

VI. After Accident/Incident Authorized Driver Clearance

The safety of Authorized Drivers as well as the safe operation of University-owned motor vehicles is the main priority of Delaware State University. Therefore the following actions must take place immediately following an accident involving an Authorized Driver and/or University-owned motor vehicle:

1. Any Authorized Driver who is involved in a motor vehicle accident while operating a University-owned vehicle must have a drug/alcohol screening test performed at a University designated facility within 24 hours of the accident. The Authorized Driver may not operate any University-owned vehicles until the University receives written test results indicating that the Authorized Driver was not under the influence of drugs and/or alcohol. If the Authorized Driver was found to be under the influence of drugs and/or alcohol, that driver will be subject to disciplinary actions up to and including termination.
2. If an Authorized Driver is involved in an auto accident, regardless of whether the accident occurred in a University-owned vehicle or any other another vehicle, the Authorized Driver may not operate any University-owned motor vehicle until the University has received written documentation the Authorized Driver has medical clearance to do so.
3. Any Authorized Driver who involved in an auto accident involving a University-owned motor vehicle must complete a Driver Safety Program given by the Risk & Safety Manager within 10 business days of the auto accident. Failure to complete the program will subject the Authorized Driver to further disciplinary actions.