

**WHEN YOU HAVE AN ACCIDENT
ALL VIRGINIA TECH VEHICLES OR RENTAL VEHICLES**

CALL THE POLICE

DO NOT COMMENT ON WHETHER OR NOT THE ACCIDENT WAS YOUR FAULT.

Make **NO** statements to anyone other than the police, a supervisor/unit coordinator, Virginia Tech Legal Counsel or Risk Management.

WHAT TO DO:

1. As the operator of a State-owned vehicle, or rented vehicle, you are required to immediately call the State Police if the accident occurred off-campus or the Campus Police if the accident occurred on campus. (Numbers Enclosed)
2. Obtain names, addresses, phone numbers, license numbers, insurance and policy numbers of all persons and vehicles involved.
3. Obtain name, address, and phone number of any person who claims to be injured.
4. Note all property damage.
5. Note the number of people who were in the other cars.
6. Obtain the names, addresses, & phone numbers of witnesses who saw the accident.
7. Call your supervisor as soon as possible. [In the case of Motor Pool vehicles, call the Motor Pool at (540) 231-6141.]
8. Report the accident to Crawford and Company 24-hours-a-day operator—and identify yourself as Commonwealth of Virginia, Virginia Tech:
 - Call toll free from ANYWHERE: 1-866-219-6120, when a Crawford and Company operator comes on the line, identify yourself as Commonwealth of VA, Virginia Tech and proceed to report the automobile accident.
9. The Crawford and Company operator will need the following information:
 - Name of your State agency.
 - Vehicle ID number (from vehicle registration).
 - Accident information.

The **AUTOMOBILE ACCIDENT REPORT** is the form inside this envelope.

- If you are driving a Motor Pool vehicle, complete and return the report to the Virginia Tech Motor Pool (0519), Blacksburg, VA 24061.
- For all other vehicle types [e.g., those vehicles owned by departments (including Physical Plant vehicles) or a rental vehicle] the report should be completed and returned to the Virginia Tech Office of Risk Management (0310), 130 Southgate Center, Blacksburg, VA 24061.

DEPARTMENT RESPONSIBILITIES:

IF SOMEONE IS INJURED AND MEDICAL TREATMENT IS REQUIRED, the department which authorized the vehicle usage has the responsibility to promptly notify family or parents of the injured parties, especially if persons are hospitalized. The following information should be given to the parents or family member:

1. Name of injured party and that he or she was involved in the accident.
2. Name and telephone number of the facility to which the person was taken for care or treatment.
3. The fact that the Virginia Tech claims adjuster (Crawford and Company) has been contacted. Questions concerning medical expense should be addressed to them. Crawford and Company – ask for the Commonwealth of Virginia Representative.
4. Should other questions exist, contact the Virginia Tech Office of Risk Management: (540) 231-7439.

QUESTIONS: If you have questions, contact:

Motor Pool – (540) 231-6141

Risk Management – (540) 231-7439

Your Supervisor