Appendix 1  What You Should Do if You Have an Auto Accident

DO NOT ADMIT FAULT FOR THE ACCIDENT REGARDLESS OF THE CIRCUMSTANCES

POLICE
• Call the police (911) if someone was injured or if the damage to any vehicle involved is extensive
• Call the police (911) if your vehicle was stolen
• Call the police (911) if you need their help

PROVIDE THIS INFORMATION TO OTHER PARTIES
• Your name and how you can be contacted at WVU
• WVU auto insurance policy number is RMCA 286-73-98
• WVU insurance company is National Union Fire Insurance Co. of Pittsburgh, PA
• WVU contact information – Michael J. Gansor, Risk Manager, (P) 304-293-8441, (F) 304-293-6856,
  PO Box 6024, Morgantown, WV 26506-6024

OBTAIN THIS INFORMATION FROM OTHER PARTIES
Make of vehicle________________ Year of vehicle____ Plate # and state____________________
VIN __________________________ Driver’s Name________________________
Driver’s address ______________________ Work ________________________ Cell ____________________
Phone # Home __________________ Work _________________________ Cell __________________
Describe damage to their vehicle_____________________________________________________________

Name of their insurance company____________________________________________________________
Policy number________________________ Name of their insurance agent____________________
Phone number of their insurance agent______________________________________________________

PERSONS INJURED
Name______________ Age_______ Name______________ Age_______
Address ____________________________ Address ____________________________
Ph # Primary ______ Alternate ______ Primary ______ Alternate ______
Describe injuries __________________________ Describe injuries __________________________

WITNESSES
Name (#1) __________________________ Name (#2) __________________________
Address ____________________________ Address ____________________________
Ph # Primary ______ Alternate ______ Primary ______ Alternate ______

WVU VEHICLE
Make of vehicle________________ Year of vehicle______ Plate # ______
VIN __________________________ Driver’s name________________________
Describe damage to vehicle______________________________________________________________

POLICE INVESTIGATION
Police department __________________________
Police department location __________________________
Police department phone # __________________________
Officer’s name __________________________
Incident report # __________________________

DATE, TIME, PLACE OF ACCIDENT
Date ______________ Time ___________ City ______________ State ______________
Street or highway ____________________________________________________________
Intersection __________________________
Other landmarks __________________________

DAMAGE TO OTHER PROPERTY (not vehicles)
Type of property (fence, utility pole, etc.) __________________________
Property owner if known ________________________________________________
Property owner address ________________________________________________
Property owner phone # Home ______ Work ______ Cell ______
Describe damage __________________________________________________________

OTHER THINGS TO DO
Immediately Report Incident To:
• Risk Management (304-293-8441) will make sure the proper claim is filed (if any) as quickly as possible.
• Immediate Supervisor
• If applicable, Enterprise Rental Agency (For after-hour and weekend accidents call Enterprise Roadside Assistance 1-800-307-6666)
• FOR ALL INCIDENTS - complete an incident report found on the WVU EH&S website:
  http://www.ehs.wvu.edu/workplace-safety/injury-illness
• Medical Management if you are injured as a result of the incident (304-293-5700x8).

Complete a Loss Notice (found on the WVU Risk Management site under WVU Forms) according to the details of the incident and forward this to Risk Management via email at mike.gansor@mail.wvu.edu or fax to 304-293-6856.