

**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 293-58-36**
- 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 \_\_\_\_\_  
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) Risk Management 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)
- 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](mailto:mike.gansor@mail.wvu.edu) or fax to 304-293-6856.

**USE BACK OF FORM TO PROVIDE ADDITIONAL INFORMATION**