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 299-19-05**
• 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 6209, 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___________________________________________________________
Ph # Primary_________ Alternate_________ Primary_________ Alternate_________
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.