

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 _____
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.