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 Risk Management contact information – Michael J. Gansor, Risk Manager, (P) 304-293-8441, (F) 304-293-6856, PO Box 6209, Morgantown, WV 26506-6024 (mike.gansor@mail.wvu.edu)

OBTAIN THIS INFORMATION FROM OTHER PARTIES
- Make of vehicle____________________Year of vehicle_______Plate # and state_____________________
- VIN___________________________________ Driver’s Name____________________________________
- Driver’s address____________________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: [https://www.ehs.wvu.edu/](https://www.ehs.wvu.edu/)
- 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.