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 728-11-88**
- WVU insurance company is National Union Fire Insurance Co. of Pittsburgh, PA
- WVU contact information – Kelsey Knotts, Risk Manager, kelsey.knotts@mail.wvu.edu; (P) 304-293-2241, PO Box 6209 Morgantown, WV 26506-6209 or Donna Hadrych, Asst Risk Manager donna.hadrych@hsc.wvu.edu; (P) 304-293-2241

OBTAIN THIS INFORMATION FROM OTHER PARTIES

Make of vehicle __________________ Year of vehicle ______ Plate # and state __________________________
VIN __________________________________ Driver’s Name __________________________
Driver’s address __________________________ Cell __________________________
Phone # 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 __________________________
Ph # Primary __________________________________ Alternate __________________________
Describe injuries ________________________________________________________________
Describe injuries ________________________________________________________________

WITNESSES
Name (#1) __________________________ Name (#2) __________________________
Address __________________________________________________________
Ph # Primary __________________________________ Alternate __________________________
Ph # 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 # Work ___________________________ Cell __________________________
Describe damage _________________________________________________________________

OTHER THINGS TO DO
Immediately Report Incident To:
- Risk Management (304-293-2241 or kelsey.knotts@mail.wvu.edu or donna.hadrych@hsc.wvu.edu ) will ensure 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/general-safety/injury-illness
- Medical Management if you are injured as a result of the incident (304-293-5700x8).