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 459-43-12
- WVU insurance company is National Union Fire Insurance Co. of Pittsburgh, PA
- WVU contact information – Kelsey Richards, Risk Manager, (P) 304-293-2241, PO Box 6209
  Morgantown, WV 26506-6209

OBTAIN THIS INFORMATION FROM OTHER PARTIES

Make of vehicle____________________ Year of vehicle_________ Plate # and state______________________
VIN __________________________________ Driver’s Name _____________________________
Driver’s address __________________________ 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 ___________________________________ 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 # Work_________________________ Cell________________________
Describe damage ____________________________

OTHER THINGS TO DO
Immediately Report Incident To:
- Risk Management (304-293-2241 or kelsey.richards@mail.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).