

What You Should Do if You Have an Auto Accident

DO NOT ADMIT FAULT FOR THE ACCIDENT-REGARDLESS OF THE CIRCUMSTANCES

CONTACT WVU POLICE DEPARTMENT (304-293-2677) OR THE LOCAL POLICE (911)

PROVIDE THIS INFORMATION TO OTHER PARTIES

- Your name and contact information.
- WVU auto insurance policy number RMCA 981-27-49, National Union Fire Insurance Co of Pittsburgh, PA
- WVU Risk Management 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

OBTAIN THIS INFORMATION FROM OTHER PARTIES

Make/Model 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 _____ Phone # _____

PERSONS INJURED

Name _____ Name _____

Address _____ Address _____

Ph # Primary _____ Alternate _____ Primary _____ Alternate _____

Describe injuries _____ Describe injuries _____

WITNESSES

Name (#1) _____ Name (#2) _____

Ph # _____ Ph # _____

WVU VEHICLE

Make/Model of vehicle _____ Year _____ Plate # _____

VIN _____ Driver's name _____

Describe damage to vehicle _____

OTHER

Police department _____

Phone # _____

Name of Officer _____

Incident report # _____

DATE, TIME, PLACE of ACCIDENT

Date _____ Time _____ City _____ State _____

Location _____

DAMAGE TO OTHER PROPERTY (not vehicles)

Type of property (fence, utility pole, etc.) _____

Property owner if known _____

Property owner address _____

Property owner phone # _____

Describe damage _____

Immediately Report Incident To:

- Your immediate supervisor
- Risk Management (304-293-2241 or kelsey.knotts@mail.wvu.edu or donna.hadrych@hsc.wvu.edu) to ensure the proper claim is filed (if needed) as quickly as possible.
- If applicable, Enterprise Rental Agency (For after-hours and weekend accidents call Enterprise Roadside Assistance 1-800-307-6666)
- Report employee injuries to Amanda Biddle immediately (amanda.biddle@mail.wvu.edu or 304-293-5577)

FOR ALL INCIDENTS – WITHIN 24 HOURS complete and submit an incident report found on the WVU EH&S website:

