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 703-09-36
- 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_________________________ Cell____________________________
Phone # Work____________________________ Phone number of their insurance agent ___________________________
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 Primary Alternate
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).