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 CA 7742274
• WVU insurance company is National Union Fire Insurance Co. of Pittsburgh, PA
• WVU contact information – Michael J. Gansor, Risk Manager, (P) 304-293-8441, (F) 304-293-6856,
  PO Box 6024, Morgantown, WV 26506-6024

OBTAIN THIS INFORMATION FROM OTHER PARTIES
Make of vehicle____________________ Year of vehicle_______ Plate # and state_____________________
VIN_________________________________ Driver’s Name__________________________

Driver’s address
Phone # Home 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 ________________________________________________________________

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:
  http://www.ehs.wvu.edu/workplace-safety/injury-illness
• 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.