



What To Do In Case Of A Motor Vehicle ACCIDENT

Driver: Immediately report all claims. Please fill out this form as completely as possible and return to Fleet Services.

If you are involved in a motor vehicle accident involving a University vehicle or business rental, here's what to do...

1. No matter how minor the accident, stop immediately and investigate.
2. Prevent another accident. Make sure a light or similar signaling device is placed to warn oncoming traffic.
3. Contact nearest police department or #911 in the event an accident involves any injury or damage to any vehicle involved to the extent it cannot be driven.
4. Campus police should be contacted for any incident on or near campus involving a University vehicle:

UPPD Oakland 412-624-2121
(UPB 814-368-3211; UPG 724-836-9865; UPJ 814-269-7005; UPT 814-827-4488)
5. Secure the names, addresses, and telephone numbers of as many witnesses as you can. Also, write down the license plate number of any vehicles present at the time.
6. Take a photograph of any property damage, if possible.
7. Do not give information concerning the accident to anyone except the police or your insurance representative. Give identifying information to the other party involved, but make no comments about assuming responsibility.