

Procedure for Reporting an Automobile Accident

If you are operating a University owned, leased, or rented vehicle and you are involved in an accident, the following procedure must be followed:

1. If any of the parties involved are injured, seek medical attention immediately. For an incident occurring on campus, dial 9-4444. For off campus incidents, dial 911.
2. If the accident occurs off campus and involves more than one vehicle, a police report must be filed with local authorities. The local police can be reached by dialing 911.
3. Contact the Department of Public Safety (610-519-6979) as soon as possible to report the incident. NOTE: This applies to both on and off campus incidents.
4. If the accident involves a University vehicle, you must drive the vehicle to Public Safety upon return to campus, as photographs of the damage to the vehicle must be taken for insurance purposes, as well as the driver's statement.
5. A Public Safety Officer will take a report of the incident and forward the necessary information to the Manager of Risk Management & Insurance for review.
6. The Manager of Risk Management & Insurance will coordinate all claim activities with the insurance company when necessary and will contact the responsible individual to make all necessary arrangements for repairs.

To check on the status of an auto claim in which you were involved, please contact Ashlie Feick at 610-519-6603.