# Vehicle Accident Reporting Prodecures

**Notification after an accident involving a university vehicle:**

## Driver to Notify the Following Departments as Soon as Incident Occurs:

- **Driver's department supervisor (immediately if possible)**
- **Department supervisor of vehicle (if different from the driver's)**
- **Automotive and Transportation (use QR code found in vehicle)**
- **Risk Management (complete online accident report within 24 hours) https://www.elon.edu/u/fa/faoperations/insurance-risk-management/**
- **Campus Safety and Police (on campus) or local police department (off campus)**

**Vehicle Insurance Claims Procedures by Department:**

- **Driver and/or Department Supervisor**
  - Complete online accident report (https://www.elon.edu/u/fa/faoperations/insurance-risk-management/
  - Notify Automotive and Transportation for damage assessment
  - Arrange for alternate transportation if needed
- **Automotive and Transportation Department**
  - Conduct damage assessment with 1-3 business days
  - Report damage and repair recommendations to Risk Management
  - Obtain estimate for repair and send to Risk Management
  - Wait for "ok" to proceed from Risk Management before scheduling repairs
  - Communicate with department supervisor and Risk Management on repair completion
  - Send final repair invoice to Risk Management for insurance reimbursement
- **Risk Management**
  - File insurance claim
  - Continually update Automotive and Insurance carrier on status of estimates, repairs, rentals, etc.
  - Coordinate adjuster's involvement, if required
  - Deposit insurance payments appropriately and close claim
- **Environmental, Health and Safety**
  - Investigate accident and provide loss cause analysis
  - Recommend corrective or preventive actions based on investigation
- **Police**
  - File official accident report including damage photos
  - Share photos and other pertinent information with Risk Management, Automotive and Transportation, and Environmental, Health and Safety.

**FINAL STEP**

- Verify that all parties involved are satisfied before closing the claim process.