Note: This document is not intended to serve as a replacement for the full text of University policies and procedures. These rules are subject to amendment or modification at any time by the appropriate authority. The University procedures for vehicular claims for State vehicles involved in motor vehicle accidents can be found at http://www.inform.umd.edu/CampusInfo/Departments/EnvirSafety/risk_comm/ins/index.html#car. Information can also be obtained from the Department of Environmental Safety Insurance Coordinator at 301.405.3964.

You must report all accidents even if there is no damage and complete the reporting form in the “What to Do in Case of an Auto Accident” pamphlet.

Procedure for Reporting an Accident in a State Vehicle

1. If the accident occurs on University property, immediately notify the University of Maryland Police of the accident. They can be reached by dialing 301.405.3555 (or 911 from any University phone). If the accident occurs off-campus, immediately notify the Police for the jurisdiction you are in.
2. Do not leave the accident scene until a Police Officer arrives and indicates you may leave.
3. Under NO circumstances, agree (verbally or in writing) to fault regarding the accident. The Police Officer will determine fault.
4. Notify your immediate supervisor of the accident as soon as possible. Unless there are exceptional circumstances (i.e., you are seriously injured and unable to call), you should contact your supervisor from the accident scene after notifying the Police.
5. Check the vehicle for any damage that was not there before the accident.
6. Complete the “What to Do in Case of an Auto Accident” form located in the glove compartment of the State vehicle. This form should be used to record all necessary information regarding the accident, including information regarding the other driver and vehicle. Your supervisor must review and sign the form before it is delivered to DBS Human Resources (HR).
7. Upon review and signature of the form, your immediate supervisor must have the “What to Do in Case of an Auto Accident” form hand delivered to DBS HR. If DBS HR is closed, make a copy of the form and forward the copy to DBS HR, 2104 Patapsco Building, and fax (301.405.2391) or hand deliver the original to the Department of Environmental Safety, 3115 Chesapeake Building. DBS HR and the Department of Environmental Safety must receive the completed form within 24 hours of the accident.
8. Within 48 hours of the accident, you must either (1) take the State vehicle to the Department of Environmental Safety to have pictures taken of the damage, OR (2) submit pictures of all angles of the vehicle, including the license plate, to the Department of Environmental Safety.
9. Within one week of the accident, obtain three repair estimates and forward them to the Department of Environmental Safety. (All State vehicles must be repaired after an accident unless the department plans to scrap the vehicle.)
10. If you are found to be at fault in the accident, your unit will be charged a $150 processing fee regardless of how minor the damage.

11. If you are not found to be at fault and the other driver’s insurance carrier attempts to contact you, refer them to the Department of Environmental Safety Insurance Coordinator at 301.405.3964.

**State vehicles are to be used for OFFICAL UNIVERSITY BUSINESS ONLY.** If an accident occurs in a State vehicle while being used for other reasons, the driver will be charged for all damages to the State vehicle and any other damages.

I have read the above policy and will comply with it. I am aware that failure to comply with this policy will not be tolerated by my Unit, the Department of Business Services, or the University of Maryland and can lead to disciplinary actions up to and including termination of employment.

_________________________________________  __________________________
Employee Name                                      Employee’s Unit

_________________________________________  __________________________
Employee Signature                                  Date