

Baylor University

Automobile Accident Reporting Guide

Keep a copy of this guide and a copy of the University's auto insurance identification card in your vehicle (rental vehicles, dealer loaner vehicles, and Baylor-owned vehicles) at all times.

If you are involved in an automobile accident:

1. **Stop At Once!** Check for personal injuries and send for an ambulance, if needed. Do not leave the scene, ask assistance of a bystander.
2. **Protect the Scene.** Do not move vehicles unless told to do so by local law enforcement authorities or if leaving your vehicle in its location would subject you or others to greater harm. Call local law enforcement authorities. Record names of responding law enforcement officers.
3. Record location of the accident, date and time, names and addresses of all witnesses and occupants of involved vehicles. Record vehicle information for both vehicles and license numbers. Take photos if possible.
4. **Do Not Argue!** Make no statement except to proper authorities. Do not plead guilty or admit fault.
5. Exchange insurance information with other involved parties. Include the contact information for University Compliance and Risk Services Department along with Baylor's insurance information. If hostility is indicated by other parties on the scene, do not attempt to communicate with them, move a safe distance away to a safe location and wait for law enforcement authorities to arrive.
6. Contact University Compliance and Risk Services immediately if any involved vehicles were towed from the scene or if any involved person sustained bodily injury or required transport by ambulance. Provide University Compliance and Risk Services the name, telephone number and address to the tow company/repair facility.
7. In the event a rental vehicle sustains damage as a result of an accident, notice is also required to be provided to the rental company. If possible, employees should inspect the vehicle for obvious damage prior to turning the vehicle in to the rental company.
8. Complete the Incident Report Form online as soon as possible at <https://www.baylor.edu/risk/index.php?id=961596> even if damage is sustained from other than a collision between two vehicles (a non-collision damage claim, i.e. windshield damaged by a rock).

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