



# Standard Administrative Policy and Procedure

**Subject:** Vehicle Accident Reporting Procedures

**Number:**

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## I. PURPOSE

To establish a policy for reporting vehicle accidents related to University owned vehicles.

## II. DEFINITIONS

**Driver:** Means anyone who drives or seeks to drive for University business including, but not limited to, employees, students, volunteers and guests.

**Qualified Driver:** Means anyone who is approved to drive a University Vehicle or University Personal Vehicle for University business in accordance with this Policy.

**University Vehicle:** A licensed vehicle or trailer that is owned, rented, leased or otherwise under the possession or control of the University.

**University Personal Vehicle:** is a licensed vehicle owned by a private individual during the time the personal vehicle is being used for University business.

## III. Accident Reporting Procedure

Anyone using, operating, or otherwise responsible for a **University Vehicle** or **University Personal Vehicle** who is involved in an accident resulting in damage to the vehicle and/or involved in an accident resulting in personal injury or private property damage shall follow these steps:

### A. At the Scene of the Accident

1. Stop immediately.
2. Take steps to prevent another accident at the scene.
3. Dial 911 to call police/ambulance and other emergency vehicles if appropriate.
4. Do not move injured parties. Encourage all injured parties to seek medical attention.
5. Notify Campus Police (UWPD) @ 307-766-5179 if on campus or call local police if the accident occurs outside of campus or outside of the Laramie area.
6. If the vehicle is a **University Vehicle** and is unsafe to operate, call Fleet Services @ 307-766-3229 or the Auto Shop @307-766-3349 during normal working hours to facilitate towing and vehicle replacement. After hours, call

the UWPD (307-766-5179), for connection with the proper individual. This provision does not apply to **University Personal Vehicles**, Cowboy Joe Club, University Foundation or Department Courtesy Vehicles.

7. Do not make statements to anyone except police, the Risk Management Department, or the **Driver's** personal insurance carrier. Do not sign any papers concerning responsibility.
8. The **Driver** is responsible for obtaining contact and insurance information of the driver of any other vehicle involved in the accident. The **Driver** should record as much information as is available including name, license number, plate number, make, model, and year of the car, how the accident happened and information about any witnesses.
9. Take photos of the scene of the accident.
10. The **Driver** of any vehicle which collides with or is involved in an accident with any vehicle or other property which is unattended resulting in any damage to the other vehicle or other property shall immediately stop and shall immediately either locate and notify the operator or owner of the vehicle or other property of his name, address and the registration number of the vehicle he is driving or shall attach securely in a conspicuous place in or on the vehicle or other property a written notice giving his name, address and the registration number of the vehicle he is driving. Every stop shall be made without obstructing traffic more than is necessary.

## **B. Reporting**

1. Prompt reporting of claims is essential. All accidents must be reported immediately to the police. All accidents must be reported as soon as practicable, and in no instance later than 10 days after the accident, to the Risk Management Department.
2. Notify your department head immediately.
3. The **Driver** of a vehicle involved in an accident resulting in injury to or death of any person, in property damage to another or others to an apparent extent of at least one thousand dollars (\$1,000.00) or in any vehicle, excluding bicycles or any other vehicle moved solely by human power, becoming so disabled as to prevent its normal and safe operation, shall immediately by the quickest means of communication give notice of the accident to the local police department if the accident occurs within a municipality, otherwise to the nearest office of the state highway patrol or to the office of the county sheriff.
4. The **Driver** is responsible for completing and returning any forms required by law in the jurisdiction where the accident occurred (such as the State Accident Report Form to the State Department of Motor Vehicles) in the time required by law as well as the UW Risk Management Department Accident Report Form. State of Wyoming Accident Report forms and Risk Management forms may be obtained at Fleet Services or on the Risk Management website. The UW Risk Management Accident Report Form may be submitted to Fleet Services when the accident occurs in a **University Vehicle** managed by Fleet Services. For

accidents in any other vehicle, including but not limited to, commercially rented vehicles and Cowboy Joe Club, University Foundation and Departments courtesy vehicles must submit their UW Risk Management Accident Report Form directly to Risk Management.

5. The **Driver** is responsible for making any other reports required by law in the time required. For example, certain accidents involving injuries may require reporting to UW Safety and/or HR for OSHA and workers' compensation purposes; accidents involving spills of hazardous materials may require reporting to UW Safety, the Wyoming Department of Environmental Quality or the Environmental Protection Agency.
6. Refer all questions from lawyers, the other party to the accident and others to the Risk Management Department or Office of General Counsel, or, in the case of a **University Personal Vehicle**, to your personal insurance carrier.

#### **IV. University Vehicle Deductibles**

Following any at-fault accident in a **University Vehicle**, the responsible department will pay a deductible in accordance with the Risk Management Department's current deductible policy as follows:

- A. For Damage to University Owned Vehicles:
  1. \$100 for the first chargeable accident.
  2. \$250 for the second chargeable accident within 365 days of the most recent accident.
  3. \$500 per accident for the third chargeable accident and all subsequent chargeable accidents within 365 days of the most recent accident.
- B. For Damage to any other rental or leased vehicle:
  1. \$200 for the first chargeable accident.
  2. \$350 for the second chargeable accident within 360 days of the most recent accident.
  3. \$700 per accident for the third chargeable accident and all subsequent chargeable accidents within 360 days of the most recent accident.

Failure to report an accident in a timely manner (see section III (7) above) may increase the deductible by one level (for example from \$100 to \$250) at the Risk Management Department's discretion.

If the vehicle involved in an accident is a Cowboy Joe Club, University Foundation, or Department Courtesy vehicle, deductibles will be as established in the applicable Vehicle Usage Agreement.

#### **V. Cowboy Joe Club, University Foundation and Department Courtesy Vehicles**

If a department possesses a courtesy vehicle, a Vehicle Usage Agreement must be on file with the Risk Management Department.

To the extent there is a conflict between a usage agreement governing a Cowboy Joe Club, University Foundation or Department Courtesy Vehicle and this Policy, the provisions of the usage agreement shall govern.

#### **VI. University Police and/or Law Enforcement Officials**

The University Police are hereby exempt from any provisions of the policy to the extent the policy conflicts with any provisions of law governing University Police.

#### **VII. Accidents Involving Private Vehicles Used for University Business**

The University encourages the use of a **University Vehicle** owned by the University for University business whenever possible.

- A. Individuals using a **University Personal Vehicle** for University business are required to carry auto liability insurance with at least the minimum limits required by the state where the vehicle is registered and the insurance may not include any prohibition or restriction on the use of the vehicle for commercial, work or work-related purposes which would render the insurance invalid during the use for University purposes. The individual using the **University Personal Vehicle** must ensure a current vehicle registration and proof of insurance is in the vehicle during all travel for University business.
- B. In an accident involving a **University Personal Vehicle**, the owner must use his/her individual automobile insurance coverage as the primary insurance. The University's excess liability coverage will apply when the **Driver** was a **Qualified Driver** on University business at the time of the loss, and the vehicle owner's policy has been exhausted. The University will not reimburse an employee or other private owner or his/her insurer for any expense related to the accident including, but not limited to, deductibles, self-insured retentions, repairs to the **University Personal Vehicle**, or liability claim paid by the **Driver** or their personal auto insurance policy.

#### **VIII. Accidents Involving Passengers**

The University is not, under any circumstance, responsible for injuries or damage to any passenger who is not related to University business. An employee who transports a passenger who is not related to University business in a **University Personal Vehicle** without obtaining and filing the required waiver for each such passenger is deemed to be outside the course and scope of employment in that action, the University will not be responsible for any resulting liability, and the employee may be subject to appropriate discipline up to and including termination.

**Responsible Division/Unit:** Risk Management

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**Approved:** 4/27/2022