



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 9/90	Revision Date: 5/10 12/14	Page: 1 of 1
			Classification Code: 09-04
	Section: REPORTING ACCIDENTS AND INCIDENTS		
Subject: ACCIDENTS - VEHICLES			

GENERAL STATEMENT OF POLICY

It is the policy of Southeast Missouri State University that all accidents or incidents that result in personal injury and/or damage to University property shall be properly reported and investigated. The University must follow a systematic process to ensure that accidents/incidents involving University vehicles are properly reported and documented in a timely manner and that the appropriate corrective actions are taken. A University vehicle is defined as a vehicle owned by the University or rented or leased by or for the University for official business. Facilities Management will be responsible for reporting and filing all appropriate documents for all vehicle accidents to the State of Missouri, Risk Management

The Vice President for Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.



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OPERATING PROCEDURES

**On-Campus Accident**

1. Report **all accidents** - All accidents involving a University vehicle, regardless of the amount of damage or the extent of injury, shall be reported to Department of Public Safety immediately. The Department of Public Safety will report all accidents to Facilities Management or other necessary University personnel within 24 hours after the accident occurs.
2. University Vehicle - A University vehicle is defined as a vehicle owned by the University or rented or leased by or for the University for Official Business.
3. Post-Accident Investigation - All accidents occurring on University-owned premises are reported to and investigated by the Department of Public Safety. When feasible, the Department of Public Safety will include photographs and/or diagrams of accident scene with the Motor Vehicle Accident Report. Facilities Management will coordinate communication with other involved insurance companies. If a University employee involved in an accident is contacted for verbal and/or written statement by anyone other than the Department of Public Safety or Facilities Management, they must immediately contact one of the following Facilities Management personnel for direction.
  - A. Assistant Director of Facilities Management
  - B. Operations Manager, Facilities Management
  - C. Safety Specialist

**Off-Campus Accidents**

1. Report all accidents – The driver will stop and report any and all accidents to local police or State Highway Patrol, if available, when accident occurs off of University property. All accidents must be reported at the location where accident occurred immediately
2. Exchange of Information with Other Driver(s) - Missouri law requires that drivers involved in an accident causing bodily injury or property damage, to stop and give their name, address, vehicle license number and driver’s license number to the appropriate police personnel at the scene.
3. Reporting Accident to University – Employees must report all accidents within 24 hours to the Department of Public Safety. The Department of Public Safety will notify Facilities Management with all necessary information within 24 hours of notification. If an accident results in a death or injury to



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any person, the employee must notify the Department of Public Safety immediately. The Department of Public Safety will notify all other appropriate University personnel.

4. Statements Regarding the Accident - Any employee involved in a vehicular accident is not to discuss the accident with anyone except representatives of the University, its insurance company or any law enforcement officer. The employee is not to make any admission as to who was at fault, nor make any attempt to settle claims or otherwise establish liability with the other parties to the accident or their insurance companies. Facilities Management will coordinate communication with other involved insurance companies.
5. Post-Accident Investigation – When feasible, the Department of Public Safety will include photographs and/or diagrams of accident scene with the Motor Vehicle Accident Report. If a University employee involved in an accident is contacted for verbal and/or written statement by anyone other than the Department of Public Safety or Facilities Management, they must immediately contact one of the following Facilities Management personnel for direction.
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