



Fleet Safety **Vehicle Operating and Accident Reporting Procedures**

Many faculty and staff drive on behalf of the college to provide educational opportunities for academic courses, attend meetings, trainings, conferences, and other work-related activities. Faculty and staff must provide license information to the Environmental Health Safety & Risk Management Office annually, meet the driving criteria outlined in the Fleet Safety Policy, and operate the vehicle in a safe manner.

This document outlines the safe operating and accident reporting procedures required for those driving on behalf of the college. Anyone deviating from these procedures may lose driving privileges.

Safe Operating Procedures

Prior to departing for your destination, you must

- Inspect the vehicle for visible damage such as flat tires, broken windows/mirrors, or dents prior to departure. If damage noted, contact Facilities Services/Campus Safety if using a college leased or rented van from the Facilities Services Office. Rental vehicles secured by departments or individuals, should contact the rental company directly.
- Ensure the registration and insurance cards are in the vehicle or that you have obtained the college's insurance card from your administrative coordinator or the Facilities Services Office.

While operating the vehicle, you must:

- Never use hand-held cell phones. You must pull safely off to the side of the road and park to make or receive calls or messages.
- Never use audio headphones of any kind.
- Never use alcohol, drugs or tobacco.
- Ensure all occupants use seatbelts.
- Obey all traffic laws. Parking or moving violation tickets are the responsibility of the driver. Tolls and parking fees are the responsibility of the sponsoring department.
- Not use your EZ pass. It is not registered to the college or rental vehicles.



Fleet Safety Vehicle Operating and Accident Reporting Procedures

What to do in the event of an accident: Prior to departing campus, make sure a copy of the vehicle registration and insurance card is in the vehicle. For college owned vehicles, the registration and insurance cards are in the glove compartment of the vehicle. For rented vehicles, obtain a copy of the college's insurance card from your department administrative coordinator or the Facilities Services office.

If you are in an accident, you are required to call the police no matter how minor the accident to obtain documentation of the accident and exchange information with the other driver(s). Do not make any deals or agreements with the other drivers. Let the police, insurance company, and college work through the process. Remember, you are representing Ursinus College.

Steps to follow:

1. **If, and when safe to do so**, move the vehicle to the side of the road. Turn on your flashers and interior lights.
2. **Call 911** to request emergency assistance (police, fire, and ambulance.) Be prepared to provide your name, location, and phone number as requested by the dispatcher. **Always call the police.**
3. Provide first aid only if trained to do so.
4. **Obtain proper insurance information** including:
 - a. Registration and insurance cards
 - b. Name and phone number of driver and passenger(s)
 - c. Provide the EHS & Risk Management Office phone number – 610-409-3221.
 - d. **PA law requires you to provide your driver's license to the other driver.**
5. Take pictures.
6. **Contact the following Ursinus staff** as soon as possible to report the accident and for further assistance.

For college owned vans or vans obtained through Facilities Services, contact the following:

- Facilities Services (during regular business hours) 610-409-3598
- Campus Safety (non-business hours) 610-409-3333
- Environmental Health Safety & Risk Management Office 610-409-3221 or cmcmillin@ursinus.edu

For rental vehicles obtained through your department, contact the following:

- Your supervisor/department contact
- Rental car company Phone # should be on the agreement
- Environmental Health Safety & Risk Management Office 610-409-3221 or cmcmillin@ursinus.edu

Provide the following information:

- a. Time accident occurred
- b. Location – streets, town, and state
- c. Other vehicle(s) information – insurance, registration card, driver's license info, make and Model of car
- d. Details of the accident

You must report any damage to the vehicle regardless of how the vehicle was damaged. For example, you hit something with the vehicle such as a deer or a wall in a parking garage, or the vehicle is damaged while parked and unoccupied. Follow the same process described in the steps listed above.

If you are unable to reach any of the contacts above, contact Travelers Insurance directly to report it. We want to have a record of the accident as soon as possible. The number to call is 1-800-238-6225 (24-hour claim reporting #). Follow steps #1-6 above.