

Purdue Vehicle Incident Procedures

If an auto accident occurs or if there is damage to a Purdue vehicle due to theft or other criminal activity, follow the procedures as outlined below. This memo is issued as a reminder of the procedures to be followed in reporting any incident involving a Purdue University Vehicle.

1. Report to the appropriate local law enforcement authority as soon as reasonably possible. Accidents occurring on campus should be promptly reported to the Purdue University Police Department. Accidents occurring away from campus must be reported to the law enforcement authority having jurisdiction. The law enforcement officer will provide you with a police report number. This number and their contact information will need to be provided to the Office of Risk Management (ORM).
2. Do not sign or accept any type of waiver or "exoneration card" which may be presented to you by the driver of another vehicle.
3. Drivers should not move the vehicle until given permission to do so by the investigating officer. You should obtain assistance for any injured parties and exchange information with others involved.
4. All accidents involving a University Vehicle must be reported to ORM – even if you see no damage to the vehicle; but especially if other people/property/vehicles are involved. They need to be reported as soon as possible (within 1-2 business days) to ORM at the West Lafayette Campus 765-494-7695 or RiskMgmt@purdue.edu. ORM staff will advise as to the information needed and will complete the necessary forms for reporting to the insurance carrier and the State of Indiana.
5. These procedures are required for business Rental Vehicles as well as University Vehicles. Please have the rental company and/or their insurance carrier reach-out directly to ORM.
6. If the person is driving their personal vehicle for work, the accident needs to be reported directly to their own personal auto insurance carrier. The insurance provided by the University is in excess of their personal policy, for liability only; for personal vehicle accidents.
7. If there are injuries due to an accident, ORM should be informed about the injuries to any party. In addition, if a Purdue employee is injured then they also need to follow the guidelines in the link: <https://www.purdue.edu/ehrs/rem/froi/ai.html>

8. For Purdue vehicle damage; at least two vehicle repair estimates are necessary for review through insurance along with several photos of the damage. ORM needs the opportunity to assess the damage and determine the scope of repairs prior to work being done. Repair work is not to be completed until ORM gives proper authorization. Estimates should be obtained and sent to ORM for review no later than two weeks from the date of the accident.
9. Claims that are not reported and/or estimates that are not obtained or vehicles that are not repaired within 6 months of the accident will not be able to be processed/approved through insurance; so it is imperative to not delay contacting ORM, providing the necessary information, obtaining estimates, and getting repairs completed.
10. All accidents are subject to a deductible unless another party was found responsible, they accept liability, and they pay for all the damages to the Purdue vehicle/property. There will be a \$500 deductible for the Purdue vehicle damage; in the case that Purdue is liable for damage to an outside vehicle/property, there will be another \$500 deductible for that claim too. If the incident is found to be due to negligence, the deductible will be \$2,500.00.
11. In the event that the vehicle appears to have 50% or more damage, ORM will arrange for an appraiser to inspect the vehicle and provide a loss estimate. If the vehicle is totaled, the settlement on the vehicle will be the actual cash value of the vehicle as determined by the appraiser and/or the use of common vehicle value publications like NADA, Kelley Blue Book, etc...
12. If there was another party involved in the accident, and they, their family, their lawyer, or their insurance company reach-out to you or your Dept; please refer them directly to ORM and do not provide them with any information as we will be handling the claim on your behalf.
13. In addition to contacting ORM; if the incident is involving a departmental vehicle, your supervisor and the Dept should also be notified. If the incident is involving a Transportation Services vehicle, your supervisor and Transportation Services should be notified.
14. Please contact the Office of Risk Management (ORM) at 765-494-7695 or RiskMgmt@purdue.edu if you have any questions regarding these procedures.