

MEMO



RISK MANAGEMENT OFFICE
Freehafer Hall
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(765) 494-1690 • FAX (765) 496-1338
www.purdue.edu/Risk_MGMT

TO: Departments with Assigned Vehicles
FROM: Mark W. Kebert
DATE: December 18, 2008
RE: Reporting of Accidents Involving University Vehicles

This memo is issued as a reminder of the procedures to be followed in reporting any accident involving a Purdue University vehicle.

- I. Report the accident immediately to the police having jurisdiction. The vehicle should not be moved until the police so request.
- II. Obtain assistance for any injured parties, and exchange information with others involved.
- III. Upon return to campus phone the Risk Management Department at 765-494-7695 for an appointment. You will be asked to bring all information to the Risk Management Office in Freehafer Hall. (Regional Campus staff members should report to their campus police department.) We will complete all necessary forms and submit a report to the State Bureau of Motor Vehicles via the University's auto liability carrier.

Please refer to the brochure, "In Case Of an Accident," in your vehicle's glove compartment for further assistance.

REMINDERS

- 1) Any accident involving a University vehicle is to be reported according to the above procedures -- even if there is no damage to the vehicle.
- 2) Any person operating a University vehicle must have a valid United States driver's license and have been approved using the MVR guidelines.

- 3) Do not sign or accept any type of waiver or "exoneration card" which may be presented to you by the driver of another vehicle
- 4) In those areas where several persons use a single vehicle, a daily log should be maintained of all users. This log should include the operator's name, destination, in and out times and names of any passengers.

Please circulate this memo to all faculty and staff in your area, and contact our office at 494-7695 with questions or concerns.