Accident Report Form

Date of accident: ___________________________________________

Name of driver: ___________________________________________

Phone number of driver: _____________________________________

Driver’s license number: ____________________________________

Police contacted: ___________________________________________

Your car towed to: ___________________________________________

Other car towed to: ___________________________________________

Your car damage/area: _________________________________________

Give a brief description of the accident: ___________________________

________________________________________________________________________

Name, address, & telephone of any injured persons:  ____________________

________________________________________________________________________

Was any other property damaged including signs, guard rails, etc.? Please list.

________________________________________________________________________

EMERGENCY ROADSIDE ASSISTANCE

Chevrolet 1-800-243-8872
Chrysler 1-800-521-2779
Ford 1-800-241-3673
Nissan 1-800-225-2476

USI Control Room Operator, 24 hour assistance
1-812-464-1729

USI Motor Vehicle Supervisor
1-812-465-1659

USI Motor Vehicle Reservations
1-812-464-1700

OTHER DRIVER INFORMATION

Owner’s Name: _____________________________________________

Vehicle Model: _____________________________________________

Address: __________________________________________________

Telephone   Home:___________ Work:___________

Driver’s name: _____________________________________________

Address: __________________________________________________

Telephone   Home:___________ Work:___________

License number: _____________________________________________

Insurance Co: ______________________________________________

Policy Number: _____________________________________________

Operators Proof of Insurance/Crash Report

<table>
<thead>
<tr>
<th>Actual Local Time:</th>
<th># of Vehicles</th>
<th>Reporting Officer Name/Badge #</th>
<th>County Where Crash Occurred</th>
<th>Nearest City/Town</th>
</tr>
</thead>
<tbody>
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</table>

Was Officer Report Taken?

<table>
<thead>
<tr>
<th>Road Collision Occurred On:</th>
<th>Nearest Intersecting Road:</th>
<th>Direction and Distance to nearest Intersection:</th>
<th>Local ID:</th>
</tr>
</thead>
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**DRIVER’S REPORT OF ACCIDENT**

1. See if anyone is hurt.
2. Call for help if needed – dial 911 or the local police.
3. Be sure there is a police report on the accident.
4. Do not admit fault.
5. Exchange information with others involved in accident.
6. See Rental Agency Agreement in packet for necessary instruction.
7. Complete as many details as possible on the Accident Report Form included in this brochure and return to the Physical Plant.
8. Report the accident immediately to your claims representative.

**NAME OF INSURED:**
University of Southern Indiana  
8600 University Blvd  
Evansville, IN  47712  
(812) 464-8600

**INSURANCE COMPANY:**
Church Mutual Insurance, Co.  
(630) 773-3800  
Policy # 030431309739588

**CLAIMS REPRESENTATIVE:**
Marilyn Negron  
Arthur J. Gallagher & Co.  
(630) 285-3649  
marilyn_negron@ajg.com

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**Guide to Using Rental Vehicles**

**EMERGENCY PROCEDURES**

1. If trouble develops with a rental vehicle, but it is still operable, drive to the nearest gasoline station or garage if the problem is minor, i.e. hose replaced, battery, etc. If the vehicle is new and still under warranty, it should only be taken to a dealership of that make for repairs.

2. If the vehicle is not operable call:
   A. Emergency Roadside Assistance (see Pg. 3)  
   B. Indiana State Police (800) 852-3970  
   C. Kentucky State Police (502) 695-6300  
   D. Illinois State Police (217) 782-7263  
   E. Ohio State Police (614) 466-2990

3. If at all possible, remain with the vehicle. If necessary, stay overnight in a motel. Keep receipts of additional expenses paid for reimbursement by the Physical Plant.

4. If you need to continue traveling to make a scheduled meeting, game, etc., you may contact a rental company and leave the USI vehicle to be repaired. Please check with the garage on your return trip to find out if the vehicle is repaired and ready to pick up. (The fleet MasterCard may be used for payment)

5. If the vehicle is still being repaired, the Physical Plant will arrange for its employees to pick it up when it is repaired. (Please write down directions to the dealership or garage.)

**PURCHASING FUEL**

Use the supplied credit card to purchase gas. Return all vehicles will the same amount of fuel indicated on the rental agreement located in your packet. An additional charge will be added if not returned with the same amount of fuel indicated. You are responsible for getting a receipt for any purchases made. Return receipts to PP in the vehicle packet. The credit card may also be used for emergency automotive service.