

## Vehicle Accident Reporting Procedures

All accidents, regardless of the extent of damage, involving a USI vehicle or a personal vehicle used on approved USI business **must** be reported to Risk Management as soon as possible. Failure to report any accident, no matter how small, constitutes a violation of the [USI Vehicle Safety Policy](#).

### Vehicle Accident Guidelines

If you are involved in an accident, then please follow the guidelines listed below. Complete the information sections as thoroughly as possible.

- Stop Immediately
- Call the appropriate law enforcement agency immediately to investigate:
  - Accidents on campus: Call USI Public Safety 812-464-1845 (non-emergency) or 812-492-7777 (emergency)
  - Accidents off-campus, or those involving injuries: Call 911
- Do not move the vehicle until the investigating officer gives you permission or local law requires the vehicle to be moved
- Obtain medical assistance for anyone injured
- Do not accuse others or make any admission of responsibility for the accident
- Cooperate fully with the law enforcement authority investigating the accident
- Exchange complete information with the other drivers involved
  - Use the Vehicle Accident Reporting form to record their information
  - Provide pictures of both vehicles (damaged) and the intersection, if possible
- Report the accident to the Department Head as soon as feasible
- Report the accident to Risk Management and send the required documentation listed below to them

### Required documentation for all Vehicle Accidents:

- [Vehicle Accident Reporting Form](#)
- USI Public Safety Report
- Police Report

### Risk Management Contact Information:

- Email: [USI1riskmgt@usi.edu](mailto:USI1riskmgt@usi.edu)
- Phone: 812-465-7003 (Mon-Fri; 8 to 430 pm)

### Reminder for Personal Vehicles:

- Personal Vehicle Automobile Liability – the driver's personal automobile insurance is always PRIMARY. USI's insurance is EXCESS of the driver's primary limits for damages to a third party.