

WHAT TO DO WHEN AN AUTO ACCIDENT HAPPENS

1. **Remain at the scene.** Do not move the vehicle unless it presents a safety hazard to others. If someone is hurt, call an ambulance, hospital or physician promptly.
2. **Report accident to appropriate authorities.** Report any accidents involving serious injury or property damage to the nearest police officer. If you cannot leave the vehicle or get to a telephone, ask a passing motorist to call.
3. **Locate the Accident Kit in the glove compartment of the M.S.U. vehicle. Complete the Automotive Accident or Loss Notice Report form and forward as soon as possible to the Risk Management and Insurance Office, 372 Administration Building, East Lansing, MI 48824-1046, or by FAX to (517) 432-3854.** The accident report form is also available at this website: <http://www.ctrl.msu.edu/rmi/> . Once at the website, choose Risk Management downloadable forms. Forms can also be obtained by contacting the Risk Management Office or the Transportation Services Office.
4. **Use this Accident Kit information to guide you in gathering accident information.** Obtain the name and address of the driver(s) of the other vehicle(s) as well as the name and address of any injured person(s). Obtain the license plate number and driver's license number for each vehicle involved. You will need to draw a diagram of the accident at a later time, so attempt to form a written or mental picture of how the accident happened.
5. **Obtain the name, address and phone number of each witness.**
6. **Discuss the accident only with the police. DO NOT SIGN ANY PAPERS**
7. **Telephone your supervisor to advise them an accident has happened.**
8. **Report M.S.U. employee injuries to the Workers Compensation Office, 140 Nisbet Building ph. 517-353-4434 ext 162.**
9. **Call the M.S.U. Risk Management Office, phone (517) 355-5022, to report serious injuries.**
10. **THE FOLLOWING IS APPLICABLE ONLY TO THOSE VEHICLES THAT REQUIRE A COMMERCIAL DRIVER'S LICENSE:** as required by law, drivers holding a Commercial Driver's License who have an accident while driving a commercial motor vehicle resulting in property damage, a fatality, or receiving a citation for a moving traffic violation should refer to the Post-Accident Testing Kit contained in the vehicle for further instructions.

(See other side of this sheet for important information.)

