

# Accident Report Form

Date of accident: \_\_\_\_\_

Name, address, and phone number of driver/reporting party:  
\_\_\_\_\_  
\_\_\_\_\_

Driver's license number: \_\_\_\_\_

Police contacted: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Your car towed to: \_\_\_\_\_

Other car towed to: \_\_\_\_\_

Your car damage/area: \_\_\_\_\_

Give a brief description of the accident and area/location of accident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address, & telephone of any injured persons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of injuries (if any): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## Operators Proof of Insurance/Crash Report

Actual Local Time:	# of Vehicles	Reporting Officer Name/Badge #	County Where Crash Occurred	Nearest City/Town
Was Officer Report Taken?	Road Collision Occurred On:	Nearest Intersecting Road:	Direction and Distance to nearest Intersection:	Local ID:



## OTHER DRIVER INFORMATION

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_

Vehicle Model: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_

VIN Number: \_\_\_\_\_

Department: \_\_\_\_\_

Reported Division/Dept. Head: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged: Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

## 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

*If driving a locally owned or rented vehicle, please give a copy of this form to Motor Pool and USI's Risk Management. If the vehicle is not local, a copy will only need to be given to Risk Management.*

## 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 and USI Risk Management (812-465-7003).

### NAME OF INSURED:

University of Southern Indiana  
8600 University Blvd  
Evansville, IN 47712  
(812) 464-8600

### INSURANCE COMPANY:

Cincinnati Insurance Co.  
Issuing Agency: Arthur J. Gallagher & Co.  
877-242-2544

Policy # **SMA0008412**

### CLAIMS REPRESENTATIVE:

Marilyn Negron  
Arthur J. Gallagher & Co.  
(630) 285-3649  
marilyn\_negron@ajg.com

## 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 with 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.