How to Report an Accident, Incident, or Theft

Procedure: CV-ACC-01          Version: 1.0
Effective Date: April 1, 2020

Department to contact regarding this procedure: Corporate Vehicles

OVERVIEW

As established by policy C-100, the purpose of this procedure is to define the roles and responsibilities for the reporting of accidents, incidents, or theft.

SCOPE

This procedure applies to all company-owned vehicles.

GENERAL

- Regardless of the type of insurance on the vehicle, an Accident/Incident Report must be submitted to Corporate Vehicles. The employee or immediate family member must also ensure timely completion of any applicable state or governmental reporting.
- Failure to submit a completed Accident/Incident Report to Corporate Vehicles within 24 hours of the accident/incident may result in a $150 fine.
- If the accident/incident occurred over a weekend or holiday, the report must be submitted at the beginning of the next business day.
- Vehicles covered by CPI are subject to a $500 administration fee for any claim submitted. The employee/retiree or employee’s department is responsible for payment of this fee and it is the employee’s or retiree’s responsibility to seek reimbursement, if desired, from immediate family member drivers.
- Stolen vehicles are not subject to an administration fee.

PROCEDURES

A. Reporting an Accident, Incident, or Theft

Employee

1. At the scene of the accident/incident, respond factually to law enforcement officer(s), but avoid admitting responsibility for the accident, and do not discuss responsibility with others at the scene.

2. Limit information provided to others at the scene to:
   - Name and address of the driver
   - Driver’s license number
   - Vehicle registration
   - Name and address of the insurance company
   - Insurance Policy Number
   - Make, year, and model of the company-
3. Before leaving the scene of the accident/incident, collect the following from the other driver(s) involved:
   - Name and address of driver
   - Driver’s license number and state of residence
   - Vehicle registration number, state of registration, and registered owner of the vehicle
   - Name and address of the insurance company
   - Insurance policy number
   - If available, the name, address, phone number and statement from any witnesses to the accident
   - Make, year, and model of the other vehicle(s)

4. Contact insurance carrier to report accident, incident, or theft if covered by EPI.

5. Complete and submit an Accident/Incident Report to Corporate Vehicles within 24 hours of the accident, or the next business day if weekend or holiday.

6. Obtain police report within ten working days of the accident, incident, or theft and forward to Corporate Vehicles.

7. Submit any applicable state or government reporting requirements.

REFERENCES

C-100, Corporate Vehicle Programs
Vehicle Accident/Incident Report
Guide to Unacceptable Wear and Tear

VERSION SUMMARY

New Procedure.

Overall Responsibility: Corporate Vehicles

Approved: Jesse Batdorf, Senior Manager Corporate Vehicles