What to do in Case of an Accident

The procedures below should be followed whenever an HSC vehicle (any ridden or driven equipment) is involved in an accident, regardless of the extent of damage:

- Check for injuries. If anyone is injured, call emergency medical services (911) if necessary. Render aid to the injured until help arrives.
- If there are no injuries, and you are blocking traffic, and your vehicle can be driven, move the vehicle to a safe location nearby. (If the accident occurs on a freeway lane, ramp, shoulder, median, or busy metropolitan street, you must move your vehicle if it is safe and possible to do so.)
- If you cannot move your vehicle, try to warn oncoming traffic to prevent other accidents:
  - Raise your hood
  - Turn on your hazard lights.
  - Light Flares
- Notify the proper law enforcement agency in the following circumstances so that an official report can document the accident.
  - Someone is injured.
  - Vehicle cannot be moved.
  - A driver is intoxicated.
  - A driver has no insurance.
  - A driver leaves the scene (Hit and Run accident).
- DO NOT make any statement, oral or written, as to WHO was at fault. Any admission of fault may impair the insurer’s ability to defend a case of questionable liability. Appropriate legal authority will decide fault or liability. The driver’s signature is required if a traffic citation is issued, but the signature does not constitute an admission of guilt. The signature on the citation only indicates that the driver has read and understood the charge against them.
- Record the names and addresses of all witnesses.
- Provide all required information to the law enforcement officer.
- Exchange the following information with other driver involved in the accident. While at the scene of an accident, obtain the information needed to complete the Motor Vehicle Accident Report (MVAR). The police officer should assist in providing the necessary information. Do not leave blank spaces.
- Contact HSC Risk Management by phone call within 24 hours at (979) 255-8240. The MVAR form must be submitted electronically to HSC Risk Management within 24 hours of the accident to:
  HSC-Risk-Insurance@tamhsc.edu
- If a vehicle is inoperable, the driver should contact the Vehicle Coordinator for towing instructions. When towing a vehicle, remove the logbooks, keys, fuel cards and all property that might be lost or stolen.
- If the accident is within Texas and involves the injury or death of any person or damage of property exceeding $1,000, a Driver’s Crash Report Form (Form CR-2) should be completed within 24 hours if not investigated by law enforcement.
Reporting an Accident

Immediately report the accident to your department’s vehicle coordinator or supervisor.

Contact HSC Risk Management at (979) 436-9250 for assistance as needed.

In making your report:

1. Report on the extent of personal injuries to your HR Liaison and/or others.
2. Provide information on the location of injured (name, address, and phone number of hospital).
3. Give the extent of damage to vehicle.
4. If the HSC vehicle is inoperable, state location of vehicle and property.
5. Communicate your intentions to continue or return to headquarters.

Complete and submit all required written reports directly to HSC Risk Management within 24 hours of the accident. The reports will be reviewed and forwarded to System Risk Management for further handling.

These forms can be found in all vehicle insurance packets or HSC Risk Management website at .

When an HSC employee is injured, the Workers Compensation Insurance 1st Report of Injury must be completed.

If you have any questions, please contact HSC Risk Management at (979) 436-9250 or hsc-risk-insurance@tamhsc.edu.

REMEMBER: ALL FORM, DOCUMENTATION, AND REPORTS SHOULD BE SUBMITTED WITHIN 24 HOURS OF AN ACCIDENT.

PLEASE DRIVE SAFELY!

VEHICLE ACCIDENT REPORTING

OCTOBER 2013