IN THE EVENT OF AN ACCIDENT

If you are in an accident, even if no other vehicles are involved you must:

OFF Campus:

OUTSIDE Virginia: Call 911

IN Virginia:
If you require medical assistance, Call 911.
Advise 911 operator you are driving a state leased vehicle and need State Police to respond.

Cellular #77 to summon State Police.

ON Campus: Call University Police at (540) 654-1025

Contact University Risk Management as soon as possible:

Pamela Taggert, Risk Management Administrator
(540) 654-1018
After Hours: (540) 654-1025
Email: ptaggert@umw.edu

DO NOT Discuss the accident with anyone other than the responding officer and UMW Risk Management.

DO NOT Admit Fault

DO Obtain a copy of the police report along with responding officer's contact information if not on the report. *A police report is required for all claims.*

DO Gather information from other drivers and witnesses to include:
Name:
Address:
Telephone:
Email:

DO Take Photos (*Photos will assist with accident investigation and claim processing.)*
Rented vehicle damage
Damage to other vehicle or property
Surrounding area

DO Provide University Risk Management Administrator information to all interested parties.
Pamela Taggert, Risk Management Administrator
University of Mary Washington
1301 College Avenue, George Washington Hall
Fredericksburg, VA 22401
(540) 654-1018
Email: ptaggert@umw.edu

CONTACT RISK MANAGEMENT

Contact Risk Management as soon as possible.

> Pamela Taggert, Risk Management Administrator
> (540) 654-1018
> After hours (540) 654-1025
> Email: ptaggert@umw.edu

You will be asked to provide:

> A completed copy of the Automobile Incident Report.
> https://adminfinance.umw.edu/risk-management/
>
> A copy of the Police Report
>
> Contact information from parties collected at the accident scene
>
> Photos taken
>
> A full copy of the full rental agreement, including terms and conditions.
>
> Receipt and payment method for rental payment