IN THE EVENT OF AN AUTO ACCIDENT

If you are operating a university owned, leased, or rented vehicle and are involved 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 right away:

Pamela Taggert, Risk Management Administrator
(540) 654-1018
Email: risk@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, witnesses, and interested parties 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

Contact Risk Management right away:

Pamela Taggert, Risk Management Administrator
(540) 654-1018 (available after hours)
Email: risk@umw.edu

You will be asked to provide:

A completed copy of the Automobile Incident Report.
Automobile Incident Report (Confidential)

A copy of the Police Report

Contact information collected from all parties from parties at the accident scene

Photos taken (include surroundings as well as vehicle and property damage)

If applicable: a full copy of auto rental agreement, including terms and conditions, receipt and payment method for rental