

## **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) 654-1018

Email: ptaggert@umw.edu

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**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, even fender benders.**

**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.*)

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 (include surroundings as well as vehicle and property damage)

A full copy of the rental agreement, including terms and conditions, if applicable.

Receipt and payment method for rental payment, if applicable