

STEPHEN F. AUSTIN STATE UNIVERSITY

THE UNIVERSITY OF TEXAS SYSTEM ★ NACOGDOCHES, TEXAS



EMERGENCY 911 | UPD (936) 468-2608

2023-24 VEHICLE INSURANCE PACKET

CONTENTS

Auto Accident Reporting Procedures



**STEPHEN F. AUSTIN
STATE UNIVERSITY**

Environmental Health,
Safety and Risk
Management

PLEASE KEEP THIS PACKET IN ALL SFA VEHICLES.

AUTO ACCIDENT REPORTING PROCEDURES

In order to comply with the insurance requirements listed in The University of Texas System [Policy 157](#), Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles, effective September 1, 2023, the following represents the accident reporting procedures for all SFA employees driving SFA-owned or hired automobiles.

All automobile accidents, no matter how minor, must be reported to University Police Department (UPD) or other local police department, and SFA Risk Management.

If you are involved in an accident:

- Don't panic and stay calm. An accident is upsetting and can happen quickly. Don't argue with others involved in the accident.
- Call an ambulance for anyone seriously injured.
- Do not admit fault.
- Do not discuss specifics with anyone other than the police, SFA Risk Management, or UT System's insurance carrier.
- Do not accept any monetary compensation from the other driver.

Procedure to Report accident involving SFA-owned vehicles:

1. Immediately following the accident, contact police to come to the scene:
 - If **off campus**, contact local police at 911 and file and obtain a copy of the report.
 - If **on campus**, contact UPD at (936) 468-2608 or 911 and file and obtain a copy of the report
 - Loss involving theft or vandalism should also be reported immediately. Report the loss to the police if the SFA vehicle is stolen, vandalized, or damaged by a hit-and-run driver.
2. Gather the information needed to complete the ACORD Automobile Loss notice and take photos of the damage and all vehicles involved in the accident.

Loss:

- Date
- Time
- Location
- SFA driver's name / contact information
- SFA vehicle or damaged property information (year, make, model, license, VIN, plate number).
- Description of accident

Property Damage (Other Party):

- Other driver name
- Driver phone / contact information
- Insurance information (company, agent name, phone number, policy number)
- Car or damaged property information (year, make, model, license, VIN, plate number).

Injured:

- Name
- Phone number
- Description of Injury
- Ambulance called?

Witness/Passengers:

- Name
- Phone / Address / contact information

3. Immediately inform your supervisor and/or fleet delegate. You or your department contact [whomever is responsible for reporting automobile accidents for your department] must report the accident to the SFA Risk Management. A post-accident drug/alcohol test should be conducted within 24 hours following a vehicle accident, as required by the University's [Drug and Alcohol Testing Policy](#).
4. Email the auto accident/loss report along with the police report, photos, copy of the employee's SFA driver certification and any other available documentation to the SFA Risk Management Office at santese@sfasu.edu
5. SFA Risk Management will conduct an investigation, engage with the employee, supervisor/department, and address claims as appropriate.
6. SFA Risk Management will file the ACORD Automobile Loss Notice and forward the information to the University of Texas System Office of Risk Management (ORM) and insurance carrier for processing. The University of Texas System' ORM or the insurance company may request additional information needed for their files or for further processing.
7. A claims adjuster from UT System's insurance carrier will contact the parties involved and attempt to settle the claim.

Environmental Health, Safety, and Risk Management
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