

USI Vehicle Accident Reporting Form

If you are involved in an accident, please follow the guidelines listed here. Complete the information sections as thoroughly as possible.

1. Stop Immediately.
2. Call appropriate law enforcement agency immediately to investigate:
 - a. For accidents on campus, call USI Public Safety:
 - i. Non-emergency - 812-464-1845
 - ii. Emergency - 812-492-7777
 - b. For accidents off campus, or those involving injuries, call 911.
 - c. The Authorized Driver must report accident to their Supervisor/Department Head
3. Obtain medical assistance for anyone injured.
4. Do not accuse others or make any admission of responsibility for the accident. Cooperate fully with the law enforcement authority investigating the accident.
5. Do not move the vehicle until the investigating officer gives you permission or local law requires the vehicle to be moved.
6. Exchange complete information with the other drivers involved. Use the Vehicle Accident Reporting form to record their information. If you are able, please provide pictures of both vehicles (damage) and intersection.

The Authorized Driver is required to notify their Supervisor and Risk Management of vehicle accidents, accidents involving bodily injury and accidents involving property damage as reasonably possible following the accident.

Contact Risk Management:

During University business hours by phone at 812-465-7003

Email USI1riskmgt@usi.edu

Required documentation for all Vehicle Accidents:

Vehicle Accident Report Form

USI Public Safety Report

Police Report

Email Required Vehicle Accident documentation directly to USI1riskmgt@usi.edu

IMPORTANT: Failure to report an accident, however small, to Risk Management is a violation the USI's Vehicle Safety Policy