

**10 STEPS TO AID YOU IN FOLLOWING
CMU'S AUTOMOBILE ACCIDENT
REPORTING POLICY**

1. Do not admit fault or liability. Do not sign any papers.
2. Remain at the scene. Do not move the vehicle unless it presents a safety hazard to others. Warn other motorists by placing flares, cones and warning signals as appropriate.
3. Notify the nearest police department about the accident. Notify the police if an ambulance is needed. If you are unable to get to a telephone, ask a passing motorist to call.
4. Obtain business card and report number from officer called to the scene so Risk Management can obtain a copy of the police report.
5. Individuals, who are also CMU employees, requiring medical attention due to injuries incurred while in an accident in Mt. Pleasant should use McLaren Occupational Medicine, 1523 S. Mission - Phone: (989) 779-5600. CMU employees must report all work-related claims to Workers' Compensation at (989) 774-7177. Facilities Management employees' reports need to be filed with Facilities Management Personnel, who, in turn, will file them with Workers' Compensation.
6. Obtain the name, address and phone number of all drivers of other involved vehicles as well as the name and address of any injured person(s). Write down the license plate number, vehicle make, and model of all vehicles involved. Write down the name, address, and phone number of all witnesses.
7. Make notes at the scene of the accident; do a diagram. Do this while details are still fresh in your memory.
8. Protect the vehicle and its contents from further loss. Make sure the vehicle is locked; whenever possible, take contents with you or secure them in the trunk of the vehicle.
9. Reporting Instructions:
 - a. Facilities Management employees: Call Risk Management (989-774-3741) to report your accident if the vehicle cannot be driven, has received major damage or there have been any serious injuries. If after hours, call CMU Police (989-774-3081), who will contact the office of Risk Management. If the accident is minor and there are no personal injuries, notify your supervisor or the Service Center (989-774-6547).
 - b. All others: Call Risk Management (989-774-3741) to report your accident if the vehicle cannot be driven, has received major damage or there have been any serious injuries. If after hours, call CMU Police (989-774-3081), who will contact the office of Risk Management. If the accident is minor and there are no personal injuries, notify your supervisor.
 - c. **In all cases, you must notify your supervisor.**
10. **Complete a M.U.S.I.C. Motor Vehicle Loss Report and return it to Risk Management, 1303A West Campus Drive. This must be done immediately.** (Forms are available in the glove box of the vehicle in the Vehicle Information Packet. Forms are also available from Risk Management, Facilities Management or click [here](#).) **If the vehicle you were driving weighs more than 10,000 pounds, please note this in the explanation section on the back page of the M.U.S.I.C. Motor Vehicle Loss Report.**

REMINDERS

1. Anyone driving a University vehicle **must have their Driving Record Checked** by Risk Management.
2. Anyone driving a University vehicle **must have a valid driver's license** in their possession. This driver's license must be appropriate for the job requirements.
3. All drivers and passengers must always wear a properly fastened and adjusted seat belt.
4. All drivers are prohibited from using handheld cell phones or texting while driving.
5. Make sure you obtain a business card and report number from the officer called to the scene of the accident so Risk Management can obtain a copy of the police report.