

In case of an accident or breakdown when you should not leave your vehicle, fill out this card and hand it to a passing motorist.

BA0102 09-94

TO A PASSING MOTORIST

YOUR ASSISTANCE WILL BE APPRECIATED IN CARRYING OUT THE INSTRUCTIONS BELOW:

- CALL NEAREST POLICE DEPARTMENT
- CALL AN AMBULANCE
- CALL A WRECKER
- CONTACT, _____
- AT: _____
- LOCATION OF VEHICLE _____
- TYPE OF ASSISTANCE NEEDED _____
- DRIVER'S NAME _____

INFORMATION EXCHANGE

Use this card to obtain key information from the other driver involved.

NAME		TELEPHONE NO.		
ADDRESS:	STREET	CITY	STATE	ZIP CODE
NAME OF YOUR INSURANCE COMPANY				
YEAR AND MAKE OF VEHICLE	ARE YOU THE OWNER?	LICENSE NUMBER		
INJURED PASSENGERS		ADDRESSES:		
WITNESSES		ADDRESSES:		

Use Reverse Side If Necessary

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WILLIAM & MARY

CHARTERED 1693

University & Rental Vehicle Accident Reporting

Emergency Dial 911
 Campus Police 221-4596
 VA State Police 253-4923
 1-804-424-6820
 W&M Insurance 1-866-857-6866
 Carrier
 Risk Manager 221-2742
 Fax: 221-2749

Mailstop: Office of Administration

Remember to **notify your supervisor** as soon as possible after the accident.

If you are involved in an on-the-job accident with your work vehicle, you should:

Stop Immediately

Take all necessary precautions to prevent further accidents at the scene.

Call 911 for Injured Persons

Your first priority is to get medical attention for your injuries and/or other injured persons involved in the accident. When you make a 911 call, give your name, location, and phone number. Describe what happened and do not hang up until asked to do so.

Do not leave the scene

If you do not have a radio or cell phone, then ask a passing motorist or pedestrian to assist you in contacting the Police and Emergency Services. Fill out the card on the reverse side of this brochure and hand it to him/her.



◆ Important! ◆

Do not provide a statement to anyone other than an enforcement officer, your employer or a representative of the Division of Risk Management in Richmond.

Call the Police

Campus Police investigate all accidents that occur on College property. The Virginia State Police investigate accidents that occur off campus as well as all accidents involving pool vehicles. Make sure you get a copy of the enforcement officer's report or information on how to obtain a copy.

Complete the W&M Accident Report Form

The Accident report form is located in an envelope in your vehicle glove box. Ensure all the following information is recorded on the accident report form:

- ✓ Time & place of accident
- ✓ Vehicle information
- ✓ Passenger names
- ✓ Injury information
- ✓ Witnesses' names
- ✓ Accident description
- ✓ Accident diagram
- ✓ Property damage (other than vehicular)
- ✓ Sign & date the report
- ✓ Fax or mail report to W&M Risk Manager w/in 24 hours.

Notify:

- ✓ Your Supervisor
- ✓ W&M Risk Manager
- ✓ W&M Insurance Carrier (Usually your Risk Manager will make this notification for you)

Disabled Vehicles

If your state-owned vehicle is not drivable, call a local towing service and have your vehicle towed to a nearby garage. If you are found at fault for the accident, your department will be responsible for the towing and repair/replacement costs. Pool vehicles should be towed to the VDOT auto shop near Eastern State Hospital.

Workers' Compensation Claim

File a claim with the Workers' Compensation Commission within two years from the date of the accident if you were injured and received medical care. For claim assistance, call Human Resources at 221-3160.

