

IF YOU HAVE AN ACCIDENT:

STOP IMMEDIATELY

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

SEND FOR HELP – DO NOT LEAVE THE SCENE

Ask a passing motorist or some other person to contact the State Police (if you are off campus)/W&M Police (if you are on campus), or call 911.

GET THE OTHER DRIVERS INFORMATION AND NAMES OF WITNESSES

Fill out the enclosed accident report form and notify your Supervisor.

DO NOT

Make a statement of any kind to anyone other than your employer, an enforcement officer or a representative of the Division of Risk Management.

IMPORTANT:

**IN CASE OF AN ACCIDENT, PLEASE CALL
THE DIVISION OF RISK MANAGEMENT AT
1-866-857-6866**

**Contact information at The College of William & Mary:
Kristen Fagan, Risk Manager, Office of Administration
College Apartments – 1st Floor, 112 N. Boundary Street
(757) 221-2742, fax – (757) 221-2505, email: kdfaga@wm.edu**

ADDITIONAL INSTRUCTIONS:

State Vehicles:

- ❖ Contact the State Police if off campus (253-4923 locally or 804-424-6820) or W&M Police (221-4596) if on campus.
- ❖ Contact your supervisor.
- ❖ Contact the Risk Management office immediately following the accident (221-2742) and complete the Commonwealth of Virginia Auto Accident Report Form located in the glove compartment or online. This should be completed and returned to the Risk Manager within 24 hours. The form will then be forwarded to the Division of Risk Management.
- ❖ Contact the Division of Risk Management at 1-866-857-6866, unless the Risk Manager has already done so.
- ❖ The employee may also need to contact their personal insurance company. Many policies require that they be notified regardless of which policy covers the incident.

Pool Vehicles:

If an accident should happen in a pool vehicle, the driver should follow the steps above and also report it to the Office of Fleet Management Services in Richmond. The contact is Teresa Armstead and she can be reached at 1-804-367-6936 or by fax at 1-804-367-8987.

Rental/Leased Vehicles:

If an accident should happen in a rental/leased vehicle, the driver should follow the steps above and also report it to the rental/leasing company (i.e Enterprise or National).