

In the event of an accident involving an IC vehicle:

1. Immediately report the accident to the local police in the area you are located, have the police respond to the scene to complete a police accident report (never leave scene of accident), obtain a copy of the report or ask for instructions on how to obtain a copy of the report. Please be sure you have this information to report to both Risk Management and Public Safety. If you are unable to obtain a police report, record as much information as possible about the other party involved in the accident (use the laminated guidelines that are kept in the glove box of the College-owned vehicle). Information gathered must include the other party's name; license identification number and state of license; vehicle license plate number; make, model and year of vehicle; and their insurance co. name and insurance co. code (located on their insurance card that should be kept in their vehicle); how accident occurred; detail of damage, and witnesses (names, addresses, phone numbers). **Make no statement concerning guilt or fault, and never agree to make payments for the accident.**

2. Immediately report the accident to Risk Management at 607.274.3285 (leave voicemail if after hours).

3. Immediately report the accident to Public Safety at 607.274.3333. Safety will take details via phone. Then, make arrangements to have Safety take a report upon your return to campus. Both the police report and public safety report contain written and verbal statements that are needed for the automobile insurance claim conducted by Risk Management and the College's insurance company.

4. Immediately inform your supervisor.

If the vehicle is disabled:

Contact the Facilities office immediately at 607.274.3225 and Public Safety at 607-274-3333.

Be sure to give the person with whom you speak, your name; location; telephone number from which you are calling; location of the vehicle; the nature of the problem; and the assistance required. Remain at the telephone until you get a response as to the action to be taken.

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Important Numbers

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Facilities Office 607.274.3225
Risk Management 607.274.3285

Supervisor:

Emergency Contact:

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