

ITHACA COLLEGE MOTOR VEHICLE ACCIDENT PROCEDURES

Who Is Authorized to Operate College-Owned or Rented Vehicles?

Only Ithaca College faculty, staff, and students who are at least 21 years of age and have had their driving record checked by the Office of Risk Management are allowed to operate an Ithaca College-owned or rented vehicle, i.e., through Enterprise/Avis/Hertz, for College-sanctioned business. Students must also complete a two-hour mandatory student driver safety class.

Important links are on Page 3.

Only faculty and staff have the authority to reserve vehicles. If your department employs students who need to drive, please review the accident procedures (below) with them prior to operating a vehicle. Also, please provide emergency contact numbers to all students prior to traveling and maintain a comprehensive trip itinerary at all times.

Please note that a \$500 internal deductible applies to vehicle damage, loss, theft, etc. Therefore, the respective department that rents a College vehicle or a vehicle from an outside rental company, i.e. Enterprise, is responsible for paying the first \$500 in damage, loss, etc., for that particular vehicle.

If someone drives a College or rental vehicle for College business and is not designated as an approved driver by the Office of Risk Management, and/or does not follow the accident procedures below, his/her campus department may be responsible for the full expense for damage, loss, etc. If this occurs, the Office of Risk Management will assess the accident details to determine if procedures have or have not been followed.

If a College driver causes damage to an Ithaca College vehicle(s) or non-owned College vehicle two different times within a two-year period, their College driving privileges will be assessed by the Office of Risk Management. This means if a College driver is at fault.

If you have any questions, please call Risk Management at 274-3285 prior to operating a vehicle.

Insurance and Accident Procedures

Ithaca College vehicles are insured under the College's automobile liability insurance policy.

All damage (including minor damage), theft, and/or bodily injuries need to be reported immediately. If driver and/or passengers are injured, seek medical treatment. Please follow the procedures below:

A. Off-Campus Accident:

Applies to the Ithaca College Driver at Fault or the Third-Party Driver (other driver) at Fault and

- Involves a College-Owned Vehicle or Rental Vehicle, i.e., Enterprise vehicle, and/or
- Involves a College-Owned Vehicle or Rental Vehicle that comes in contact with a Third-Party Vehicle (vehicle that is operated by non-Ithaca College individual), and/or
- Involves a College-owned or rented vehicle that comes in contact with a structure, i.e. guardrail, concrete post, pedestrian, building, etc.

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), provide the police with the Ithaca College vehicle insurance card (kept in the vehicle's glove box), and 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; if you are operating a non-owned College vehicle, please print Page 4 prior to traveling and carry it with you). 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.

3. Immediately report the accident to Public Safety at 607.274.3333. Safety will take details via phone. Then, please make arrangements to have Safety take a report immediately 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.

B. On-Campus Accident Involving College-Owned Vehicle or Rental Vehicle that is Operated for College-Sanctioned Business:

Follow procedures #2 through #4 above. A Public Safety officer will report to the scene of accident, take verbal/written statements, etc.

Departments that have Designated Vehicles (College-owned vehicle that is permanently assigned to a particular department – this only affects a few departments on campus)

1. Only the department's employees and students, if approved College drivers, are allowed to operate the vehicle(s). The department is not allowed to share the vehicle with another on-campus department. If this occurs, the vehicle may be removed from the department.

2. All individuals in the department must follow the procedures above if an accident/damage occurs.

3. The department should have a procedure in place to regularly inspect the vehicles after each use. If vehicle damage is discovered, procedures A. #2 through A. #4 above must be followed. It is unacceptable for a department to wait until multiple accidents/damages occur to one particular vehicle before reporting it to Public Safety and Risk Management.

Personal Vehicle Operated for College Business

Personal vehicles are insured under the owner's personal automobile insurance policy, not Ithaca College's policy. Therefore, the owner would need to contact their own insurance co. or the third party's insurance co.

Important Links

Driver Form: <http://ithaca.edu/riskmanagement/forms>

Student Driver Handbook: <http://ithaca.edu/riskmanagement/driving>

Student Driver Safety Classes: <http://ithaca.edu/riskmanagement/driving>

Travel Policy: http://www.ithaca.edu/financial_services/travel/travelpolicy/

Vehicle Request Form: <http://www.ithaca.edu/facilities/>

Who Is Allowed in Ithaca College Vehicles: <http://ithaca.edu/riskmanagement/driving>

On-the-Scene Accident Reporting Procedures

- Stop your vehicle and turn off the ignition.
- Check for injuries to persons in your vehicle.
- Check occupants of other vehicle or pedestrians for injury.
- Call the police/emergency service using 911 or other local number.
- Follow the directions of responding police officer and be sure police accident report is completed.
- Exchange names, addresses, phone numbers, insurance info, and assess damage thoroughly. Do not blame or admit fault!
- Get witness information.
- Take pictures with disposable camera located in the College-owned vehicle.
- Immediately call Ithaca College Public Safety at 607-274-3333 and Risk Management at 607-274-3285.
- Immediately report accident to your supervisor.
- Upon your return, immediately give camera to the Risk Management Office and arrange a meeting with Public Safety to complete a College report.