



UTD Office of Risk Management Automobile Accident Reporting

Policy

In order to comply with the insurance requirements listed in The University of Texas System Policy 157, *Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles*, effective September 1, 2019, the following represents the accident reporting procedures for all UTD employees driving UTD owned or hired automobiles.

Insurance

The University of Texas System provides auto liability and physical damage coverage for institution owned and hired automobiles, golf carts, utility vehicles, tractors and other equipment of a motorized, vehicular nature.

Accident Reporting

All vehicle accidents, no matter how minor, must be reported to UTD Police, or other local police department, and UTD Risk Management.

Procedures:

1. Report the accident to the police;
2. Report the accident to employee's supervisor;
3. Take photos of the damage and all vehicles involved in the accident;
4. Obtain the contact information and insurance coverage information for the other driver(s) involved in the accident; and
5. Complete an Incident Report <https://www.utdallas.edu/legal/files/12.10.19-Incident-Report-Form.pdf> and send to UTD Risk Management along with the police report, photos and driver information.

UTD Risk Management will investigate and communicate with the employee and supervisor. UTD Risk Management will handle claims as appropriate.