

Baylor University

Automobile Accident Reporting Guide

Keep a copy of this guide, a copy of the University's auto insurance identification card, and a copy of the Auto Accident Report Form in your vehicle (rental vehicles, dealer loaner vehicles, and Baylor-owned vehicles) at all times.

If you are involved in an automobile accident:

1. **Stop At Once!** Check for personal injuries and send for an ambulance, if needed, or call Texas Roadside Assistance at 1-800-525-5555. Do not leave the scene, ask assistance of a bystander.
2. **Protect the Scene.** Do not move vehicles unless told to do so by local law enforcement authorities or if leaving your vehicle in its location would subject you or others to greater harm. Call local law enforcement authorities. Record names of responding law enforcement officers.
3. Record names and addresses of all witnesses and occupants of involved vehicles. Record vehicle license numbers. If additional space is needed, use the back of the Auto Accident Report Form.
4. **Do Not Argue!** Make no statement except to proper authorities. Do not plead guilty or admit fault.
5. Complete the numbered sections 1 through 31 of the Auto Accident Report Form at the scene of the accident.
6. Exchange insurance information with other involved parties. Include the contact information for the Baylor Claims Specialist along with Baylor's insurance information. If hostility is indicated by other parties on the scene, do not attempt to communicate with them, move a safe distance away to a safe location and wait for law enforcement authorities to arrive.

**Lisa Long, Claims Specialist
Risk Management Department
Baylor University
One Bear Place #97191
Waco, TX 76798-7191
Phone: (254) 710-4285
Fax: (254) 710-6256**

7. Contact the Claims Specialist immediately if any involved vehicles were towed from the scene or if any involved person sustained bodily injury or required transport by ambulance. A 1st Report of Accident/Injury must be completed and submitted to Compensation and Benefits if employees are injured. If towing is required, tow the vehicle to the nearest reputable repair facility. Provide the Claims Specialist the name, telephone number and address to the repair facility.

**Normal business hours: (254) 710-4285
After normal business hours: (254) 715-3861
Fax: (254) 710-6256
Email: Lisa.Long@baylor.edu**

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8. In situations other than described in Item No. 7 above, report the accident to your immediate supervisor (department head or chair). Supervisors (department heads or chairs) must review or record appropriate information on the Auto Accident Report Form, sign the Auto Accident Report Form, and submit all documentation to the Claims Specialist within 72 hours of the accident.
9. In the event a rental vehicle sustains damage as a result of an accident, notice is also required to be provided to the rental company. If possible, employees should inspect the vehicle for obvious damage prior to turning the vehicle in to the rental company. If damage is noticed by employee or rental car attendant, the employee should notify the Claims Specialist.
10. Remember, Texas law does not require law enforcement authorities to investigate automobile accidents that do not result in bodily injury and/or not require vehicles to be towed from the scene. In situations where both vehicles can be safely driven from the scene and no injuries were sustained, drivers are required to exchange basic contact information and insurance information (name of insurer, policy number, insurer's telephone number, etc.) Personal safety is always the greatest concern, especially when dealing with hostile or uncooperative individuals. Use your judgment and call the police if you feel it is necessary or the other party fails to exchange required information. If called in this kind of situation, most law enforcement agencies will facilitate the exchange of required information and provide each party with the State of Texas mandated traffic accident report (Blue Form).
11. If damage is sustained from other than a collision between two vehicles or a vehicle and an object (a non-collision damage claim, i.e. windshield damaged by a rock), complete items 1, 22, 23, 29, 31, and 32 of the Auto Accident Report Form as appropriate.