HOW TO DEAL WITH AN AUTOMOBILE ACCIDENT

All drivers and vehicle administrators should be aware of the correct steps to follow and the proper forms to complete in case of an accident or other reportable incident.

All inventoried vehicles owned by the University of Southern Mississippi carry liability insurance coverage. If a USM vehicle causes injury or damage to a third party, this policy may pay for damages to the third party. The steps below must be followed when an accident occurs (a checklist is provided on the following pages).

1. Call the police and obtain an accident report (dial 911)
2. Write down the name, driver’s license number, vehicle tag number and insurance carrier for all parties involved in the accident. This information is necessary to complete insurance claim forms.
3. Immediately notify the following University employees of the accident:
   a. The department head responsible for the vehicle which would be:
      Kenny Young, Physical Plant Director, Office 228-818-8019, Cell 228-806-9778, Kenneth.young@usm.edu
      Dale Fremin, Physical Plant Office Manager, Office 228-818-8044, Cell 228-219-2229, dale.fremin@usm.edu
   b. USM Physical Plant Accountant, 601-266-4425
   c. USM Physical Plant Transportation Services, 601-266-4465
4. Do NOT make any statement except to answer questions asked by law enforcement officials.
5. Send copies of all accident reports to Physical Plant Accountant at box 5058.

HOW TO DEAL WITH AN ACCIDENT NOT INVOLVING AN AUTOMOBILE

The University also carries liability coverage through American Federated General Agency (AMFED) for damages caused by weed eaters, mowers, tractors, and other non-automotive equipment. The steps below must be followed when an accident occurs involving this type of equipment.

1. Immediately notify Human Resources at 601-266-4050.
ACCIDENT REPORT CHECKLIST

Date of Accident: ____________________________  Time of Accident: ____________________

GCRL Vehicle Inventory Number: ________________________

Driver’s Name(s): ________________________________________________________________

Cell Phone Number(s) of Driver(s): __________________________________________________

Names of any passengers in vehicle:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Call Police and obtain an accident report (dial 911)

Name of other vehicle driver ______________________________________________________

Driver’s License #(s) of other vehicle Driver(s) ______________________________________

Vehicle Tag #(s) of other vehicles involved ____________________________________________

Insurance Carrier of other vehicle(s) __________________________________________________

Immediately notify the following University employees of the accident (s).

Kenny Young, Physical Plant Director, Office 228-818-8019, Cell 228-806-9778, 
Kenneth.young@usm.edu

Dale Fremin, Physical Plant Office Manager, Office 228-818-8044, Cell 228-219-2229, 
dale.fremin@usm.edu

USM Physical Plant Accountant, 601-266-4425

USM Physical Plant Transportation Services, 601-266-4465

Send copies of the accident report to Physical Plant Accountant at Box 5058