

AT THE SCENE OF AN ACCIDENT FORM
AT THE SCENE – FILL OUT THE BELOW INFORMATION



ORS 811.700 **REQUIRES** DRIVERS INVOLVED IN AN ACCIDENT TO EXCHANGE THE BELOW INFORMATION.
 ORS 811.715 **REQUIRES** WITNESSES TO PROVIDE THEIR CONTACT INFORMATION (Give witnesses enclosed YELLOW Witness Cards at the scene)

AS SOON AS SAFELY POSSIBLE:

Contact **PSU Risk Management at (503) 725-5340 AS SOON AS POSSIBLE** if this was a serious accident (i.e. ambulance involved, vehicle towed). Also notify State of Oregon Motor Pool at (503) 378-4377 if you are driving a Motor Pool Vehicle.

- If PSU Risk Management is not available, **LEAVE A MESSAGE.**
- If required, complete the DMV ‘Oregon Traffic Accident and Insurance Report’ (required for accidents with ANY injury, when a vehicle is towed, and/or if damages exceed \$2,500). **IT IS YOUR RESPONSIBILITY** to send the original of this form to the DMV within **72 HOURS.**
- Make two (2) copies of the DMV report. Keep one copy and submit one to PSU Risk Management.
- **RESTOCK** this Accident Report Packet by contacting PSU Risk Management.

UNIVERSITY DRIVER

To be completed at the scene of the accident

Driver’s Name	Work Ph. #
Dept.	Supervisor
Make of Vehicle	Driver’s License #
License Plate #	Did Fire/Police Respond? Yes / No
Date:	Time: AM / PM
Location, Street Intersection, City	
Estimated Damage to PSU Vehicle	
Your Injuries, if Any:	

DRIVER OF OTHER VEHICLE

Get info from driver’s license and registration, if possible

Driver’s Name	Phone #
Address	City St Zip
Make of Vehicle	Driver’s License #
Car or Truck:	State of Registration:
License Plate #	Year of Vehicle
Estimated Damage to Vehicle	
Insurance Company	Phone #
Policy #	
Injuries, if Any:	

PASSENGERS IN PSU VEHICLE

Name #1	Ph. #
Address:	
Injuries, if Any:	
Name #2	Ph. #
Address:	
Injuries, if Any:	

PASSENGERS IN OTHER VEHICLE

Name #1	Ph. #
Address:	
Injuries, if Any:	
Name #2	Ph. #
Address:	
Injuries, if Any:	

Briefly explain how accident happened (use back of sheet if necessary):

Accident Reporting

Any University Authorized driver who is driving on University Business must report any incident that occurs while driving a University Vehicle, regardless of severity, to PSU Risk Management using the PSU Accident Report Form. If the accident meets the accident criteria on the top of the form, then the Oregon Department of Motor Vehicles (DMV) Traffic Accident and Insurance Report form must also be completed. Additionally, the driver's supervisor should be notified before the end of the business day. In the event that an Authorized Driver is involved in an accident that involves a University Vehicle, the following steps should be taken by the PSU DRIVER:

- **If the accident occurs on campus**, do not leave the scene of the incident. Call CPSO Dispatch at (503) 725-4407. CPSO will take incident information and relay it to PSU Risk Management (Risk Management will notify Human Resources).
- **If the accident occurs off-campus**, do not leave the scene of the incident. Call 9-1-1 or the local police department if necessary for emergency assistance. You should request that a police report be completed to document the accident.
- Submit police report to PSU Risk Management.

NOTE: University Vehicles should have an Accident Report Packet (usually in the glove box), which is designed to help collect accident information. The packet Includes:

- Oregon Department of Motor Vehicles (DMV) Traffic Accident and Insurance Report form (subject to accident criteria on the top of the form)
- PSU insurance information (green sheet)
- Witness Cards (yellow)
- Accident Information Form (blue)
- Contact your supervisor immediately after calling 9-1-1 or CPSO.
- **DO NOT make any statements** regarding responsibility or fault. Just collect information from the other party as well as any witnesses, if possible. Taking photos of the vehicle damages and general vicinity where the incident occurred is helpful.
- Provide the other party with PSU insurance information contained in the motor vehicle (If a University-owned motor vehicle) as well as your name, address, phone number, and the phone number for PSU Risk Management: (503) 725-5340.
- Accidents involving rented motor vehicles must be reported to the rental agency and PSU Risk Management.
- Accidents involving State of Oregon Motor Pool vehicles must be reported to the State of Oregon Motor Pool and PSU Risk Management. Contact information should be located in the vehicle.
- Accidents involving personal vehicles on University Business are the sole responsibility of the vehicle owner and his/her insurance company.
- For all motor vehicle claims, see Risk Management's Motor Vehicle Claims web page.