

703 East Beach Drive | Ocean Springs, MS 39564
www.usm.edu/gcrl

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:
Lucas Applewhite, Physical Plant Director, Office 228-818-8019, Cell 228-547-6132, lucas.applewhite@usm.edu

Tina Matthews, Physical Plant Business Coordinator, Office 228-818-8044, tina.bishop@usm.edu
 - b. **Julie Hall, USM Physical Plant Business Operations Manager, 601-266-6786**
4. Do NOT make any statement except to answer questions asked by law enforcement officials.
5. Send copies of all accident reports to **Julie Hall** 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) _____

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

Lucas Applewhite, GCRL Physical Plant Director, Office 228-818-8019, Cell 228-547-6132, lucas.applewhite@usm.edu

Tina Matthews, GCRL Physical Plant Business Coordinator, Office 228-818-8044, tina.bishop@usm.edu

Or UPD Dispatch, 601-266-4986

___ **Julie Hall, USM Physical Plant Business Operations Mgr, 601-266-4425**

___ Send copies of the accident report to **Julie Hall** at Box 5058