

Accidents (Motor Vehicle Collisions) CO-CV-PR11

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Police Department

Revision Date: 17 October 2005

Errors or changes to: aim@uta.edu

I.

The Police Department will, upon notification, investigate all motor vehicle collisions involving university owned vehicles, an injury or death. Minor accidents with no injuries will be investigated only if reported promptly and if the vehicles are still in the vicinity of the original accident site. Call boxes are available in most areas to facilitate **prompt** reporting of accidents or the reporting person may call 817-272-3381.

II.

The officer will call necessary equipment (fire engines, ambulances, wreckers, etc.) to the scene as needed. The university will contact a wrecker unless the vehicle owner expresses a preference.

III.

The officer will complete the required State Accident forms as soon after the completion of the investigation as possible, but never exceeding three days from date of accident (serious injury or damage).

IV.

If necessary, the officer will supply DPS "blue forms" to those persons involved in the collision.

V.

Persons who need assistance should contact the University Police Department at 817-272-3381 and be prepared to advise the dispatcher of the following information:

- A. Injuries involved
- B. Name of person reporting the accident

- C. Address of person reporting the accident
- D. Telephone number of person reporting the accident
- E. Location of the collision
- F. Description of vehicles involved (color, year, make, model, license number)

VI.

Drivers of the vehicles should remain at the collision site and meet with the officer and be prepared to show their driver's license and proof of insurance and assist the officer in the collision investigation by answering appropriate questions. If the accident occurs on a street or in an intersection, the vehicles should be moved (if drivable) into the nearest available lot. This will prevent any further accidents or injury. The officer will still be able to investigate the accident.

VII. **Delayed Accident Reports**

When an accident occurs and all parties involved leave the scene, and one or both decide to report the accident to the Police, reporting party will be given a blue form to complete and turn into the Department of Public Safety. The purpose of a police accident report is to verify date, time and place of occurrence and in a delayed report, the police cannot verify these facts. The police do not determine guilt or innocence of the parties involved.