Many faculty and staff drive on behalf of the college to provide educational opportunities for academic courses, attend meetings, trainings, conferences, and other work-related activities. Faculty and staff must provide license information to the EHS/Risk Manager annually, meet the driving criteria outlined in the Fleet Safety Policy, and operate the vehicle in a safe manner.

This document outlines the safe operating and accident reporting procedures required for those driving on behalf of the college. Anyone deviating from these procedures may lose driving privileges.

* Prior to departing for your destination:
	+ Inspect the vehicle for visible damage such as flat tires, broken windows/mirrors, or dents prior to departure. If damage noted, contact Facilities Services/Campus Safety if using a college leased or rented van from the Facilities Services Office. Rental vehicles secured by departments or individuals, should contact the rental company directly.
	+ Make sure the registration and insurance cards are in the vehicle or that you have obtained the college’s insurance card from your administrative coordinator or the Facilities Services Office.
* Use of hand-held cell phones is prohibited. Should you need to use your cell phone, pull safely off to the side of the road and park first.
* Use of audio headphones of any kind while driving is prohibited.
* Use of alcohol, drugs or tobacco is prohibited.
* No more passengers than seatbelts permitted.
* All occupants must use seat belts. It is your responsibility as the driver that all passengers are buckled up.
* All traffic laws should be strictly adhered to while driving for the college. All tolls, parking fees, and parking or moving violation tickets are the responsibility of the driver and/or sponsoring department.
* Do not use your EZ pass. It is not registered to the college or rental vehicles.

**What to do in the event of an accident:**

If you are in an accident, you should have a copy of the vehicle registration and insurance card in the vehicle. For college owned vehicles, the registration and insurance cards are in the glove compartment of the vehicle. For rented vehicles, obtain a copy of the college’s insurance card from your department administrative coordinator or from the Facilities Services office.

You are required to call the police no matter how minor the accident to obtain documentation of the accident and exchange information with the other driver(s). Do not make any deals or agreements with the other drivers. Let the police, insurance company, and college work through the process. Remember, you are representing Ursinus College.

**Steps to follow:**

1. **If and when safe to do so**, move the vehicle to the side of the road. Turn on your flashers

and interior lights.

1. **Call 911** to request emergency assistance (police, fire, and ambulance.) Be prepared to provide

your name, location, and phone number as requested by the dispatcher. **Always call the police**.

1. Only provide first aid if trained to do so.
2. **Obtain proper insurance information** including:
	* + - 1. Registration and insurance cards
				2. Name and phone number of driver and passenger(s)
				3. Provide the EHS/Risk Manager’s phone number – 610-409-3221.
				4. **PA law requires you to provide your driver’s license to the other driver.**
3. Take pictures.
4. **Contact the following Ursinus staff** as soon as possible following the accident to report the accident.

Kathy Peck, Administrative Coordinator for Athletics 610-409- (kpeck@ursinus.edu)

Carol McMillin, EHS/Risk Manager, 610-409-3221 (cmcmillin@ursinus.edu)

 **Provide the following information:**

* 1. Time accident occurred
	2. Location – streets, town, and state
	3. Other vehicle(s) information – insurance, registration card, driver’s license info, make and model

of car

* 1. Details of the accident

\*\*\*\*If you are in a rental vehicle, contact the rental car company. For Kulp rental vehicles, contact Kulp to report the accident **(610) 326-0600 or (877) 585-7227**.

If you hit something, are hit in a parking lot, etc. (either something that does not involve another car/driver or happened while you were not driving) these must also be reported as soon as you realize what has happened. Again, same process - photos, contact Kathy and Carol. Contact the rental car company, if applicable.

If the accident occurs during off hours, contact Travelers Insurance directly to report it. We want to have a record of the accident as soon as possible. The number to call is 1-800-238-6225 (24-hour claim reporting #). Follow steps #1-6 above.

Acknowledgement Sheet

***I have read and understand the procedures for driving on the behalf of the college and reporting of accidents. I understand that I am responsible for the proper operation of the vehicle, for the safety of my passengers, and that any deviation from the information provided may result in the loss of the privilege of driving for the college.***

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_