JMU VEHICLE ACCIDENT REPORTING

JMU Office of Risk Management

Vehicle Accident Reporting

IMMEDIATELY:

- Contact JMU PD for on-campus or Harrisonburg city accidents
  - 540-568-6911
- Contact VA State Police for other Virginia state accidents
- If you are out of state, contact the local jurisdiction

State-owned Vehicles

- Faculty, Staff, Students and other approved users of JMU owned or leased/rented vehicles are required to follow reporting procedures
- All accidents must be reported to the Police immediately at the time of the accident.
- An accident is any incident where someone was injured, property was damaged or a vehicle(s) was damaged.

ALL accidents need to be reported including:

- Accidents when there is no damage to the JMU vehicle
- Accidents that involve any motorized equipment
- Accidents involving a parked JMU vehicle when there is no driver present

Obtaining a Police Report Case Number

- Obtain the case number, phone number, and the name of the officer and agency so that Risk Management can follow up later

Additional information to obtain

- If able, write down the following:
  - Time and location
  - The name of the other driver
  - The other driver's license plate number
  - The other driver's insurance company and contact info
  - Make, model and damage done to the other driver's vehicle (take pictures if you can)

Insurance Paperwork

- After reporting the accident to the Police, **you will** need to initiate the insurance paperwork
- Complete an Automobile Incident Report (AIR)
  - This form is required by the State of Virginia for JMU to process a claim
  - Submit to riskmanagement@jmu.edu within 24 hours of incident along with any photo.
- A copy of the AIR is in the glove box of all JMU owned vehicles and can be found on the Risk Management website.

Notification

- A completed AIR must be sent to Risk Management within 24 hours of the accident along with any photos taken at the scene.
- Email or Fax the form to:
  - riskmanagement@jmu.edu, 540-568-2665

Notifications

- Notify the Risk Management and Transportation offices using the contact information listed below:
- JMU Risk Management Office
  - 540-568-7215 (phone)
  - 540-568-2665 (fax)
- JMU Transportation
  - 540-568-8147 (phone)
  - 540-568-8137 (fax)