Vehicle Accident Reporting

IMMEDIATELY:

• Contact JMU PD for on-campus or Harrisonburg city accidents
  • 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

• Try to obtain a copy of the police report at the scene of an accident.
• If the officer cannot give you a copy of the report at the scene get a case number, phone number, fax number and the name of the officer and agency so that Risk Management can follow up later.
Additional information to obtain

• If you cannot get a Police report at the scene try to 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

• A copy of the AIR is in the glove box of all JMU owned vehicles
Notification

• A completed AIR must be sent to Risk Management within 24 hours of the accident
• Email or Fax the form to:
  • riskmanagement@jmu.edu
  • 540-568-2878 (Fax)
Notifications

• Notify the Risk Management and Transportation offices using the contact information listed below:

  • JMU Risk Management Office
    • 540-568-6495 (phone)
    • 540-568-2878 (fax)

  • JMU Transportation
    • 540-568-8147 (phone)
    • 540-568-8137 (fax)