

# JMU VEHICLE ACCIDENT REPORTING

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JMU Office of Risk Management

# 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](mailto: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)