

Post Car Accident Checklist

St. Louis University

If you are involved in an accident while driving a university owned vehicle or while driving a vehicle for business purposes, please observe the following procedures.

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| <input type="checkbox"/> Stop immediately. Do not leave the scene until a police report has been taken. Call DPS if on campus or the police. | <input type="checkbox"/> Provide the other driver SLU's proof of insurance card, your name and Risk Management's information. |
| <input type="checkbox"/> Get help for anyone injured. Call 911 as merited. Do not move an unconscious person unless their life is at stake. | <input type="checkbox"/> Safely take photos of the following:
1) Each car, including license plates and all vehicle damage.
2) Each driver.
3) Any skid marks.
4) Location markers.
5) Accident debris.
6) Other property damage. (trees, buildings, signs, street poles, etc.) |
| <input type="checkbox"/> Take steps to prevent additional accidents at the scene. Move all involved vehicles out of the way of traffic. | |
| <input type="checkbox"/> Collect as much information as possible for the SLU automobile accident report (below). | <input type="checkbox"/> When you are able to, notify your supervisor and Risk Management. |

If you are involved in an accident while driving a vehicle rented for business purposes out of town, please observe the following procedures.

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| <input type="checkbox"/> Stop immediately. Do not leave the scene until a police report has been taken. Call the police. | <input type="checkbox"/> Follow the procedures listed above for exchanging and gathering information. |
| <input type="checkbox"/> Follow the procedures listed above for injured parties and preventing additional accidents. | <input type="checkbox"/> When you are able to, notify your supervisor and Risk Management. |
| <input type="checkbox"/> Contact the rental agency from where you rented the vehicle. | |

If you are injured in the accident, please proceed to the nearest hospital. You must also report your injury to Employee Health to fill out a Report of Injury Form. All forms can be found on the Risk Management website.
<https://www.slu.edu/facilities/risk-management-insurance>

Risk Management
314-977-3952
riskmgmt@slu.edu

Employee Health
314-257-8400

Public Safety and Emergency Preparedness
314-977-3000