

# University of Texas System Driver Responsibilities

*All accidents must be reported to your Department Head immediately.*

## **What to Do at the Scene of an Automobile Accident**

Remain calm and be cooperative and not argumentative. Remember that you are representing The University of Texas System. Be prepared to report the accident to your Institution's Risk Management contact. Gather as much information as possible at the scene, including but not limited to:

1. The other driver's name, phone number, and insurance information.
2. Information about other vehicles involved year, make, license plate and the VIN (Vehicle Identification Number).
3. The names and phone numbers of any potential witnesses.
4. The facts and circumstances of the accident.

## **Do not admit fault, and do not make any claims regarding The University of Texas System's insurance coverage to anyone else involved in the accident.**

You should inform the parties involved that the accident will be reported to the University's Risk Management Dept. and insurance provider and that a claims adjuster will contact them. Make every attempt to contact the police and file a report. If the accident occurred on campus, contact Campus Police. If it occurred off campus, contact the local Police Department. You should try to obtain a copy of the Police report for later submission to your Institution's Risk Management department.

## **Auto Accidents Involving Serious Injuries or Fatalities**

If emergency assistance is needed, please call 911 immediately. Follow the above procedures to

report the claim to your Department Head. In addition, contact one of the following:

[Chris Kinsey](#), Sr, Risk and Claims Analyst, UT Tyler

Office: 903.565.6504

Cell: 903.521.6162

[John Santos](#), CPCU, Senior Claims Coordinator:

Office: 512.579.5029

Cell: 512. 970.0249

[Stacy Youngdale](#), Assistant Director, Risk Management

Office: 512.499.4559