

Campus Community:

Please take a moment to review Fiscal Policy FI0725 – Use of University Vehicles (attached) for driving university owned gas or electric vehicles, automobile rentals (Enterprise/National etc.) or a personal vehicle **while on official university business**.

In order to be covered by our liability insurance, anyone that drives university owned vehicles must have a personnel number in IRIS, have a current valid driver's license and have an "Acknowledgement of Policies" (attached) signed and on file in Transportation Services. Students (including GA's) must also be in work status, have driving as part of their job description and have departmental approval.

A "Driver's Report of Vehicle Incident" is required when a vehicle is **involved in any type of accident or if there is any damage to the vehicle not due to an accident (dents, windshield damage from rocks etc.) while on official university business**. As of October 27, 2023, an online portal has been created to report all accidents and damage to university owned vehicles.

<https://riskmanagement.tennessee.edu/incident-reporting/>



Auto Accident

For all accidents involving university-owned, personal, or rental *vehicles being driven on university business* within 24 hours from the accident date.

[Click here for more information about auto incidents.](#)

The State of Tennessee, Division of Claims and Risk Management, implemented a new reporting process in 2018. This process applies to **all** faculty, staff and students who **drive a university vehicle, rental or a personally owned vehicle** while on official university business **and** are involved in an accident with another private (not State) vehicle or if a pedestrian is involved.

The steps are the same as if you were involved in a personal accident such as:

1. Call 911 if anyone is injured
2. Exchange names, contact and insurance information
3. If on campus, call UTC police; off campus, call local law enforcement and have an accident report filed
4. Take pictures of any damage (both vehicles)
5. Don't admit fault or promise coverage or reimbursement
6. Contact Safety and Risk Management immediately if there is an injury.
7. Call the State of Tennessee Auto Accident Call Center the same day, or no later than 24 hours, to report the accident **IF A NON-UT OWNED VEHICLE IS INVOLVED** and receive a claim number. The number to call is **(855) 253-0629**.
8. Go to the portal to enter details about the accident or incident (see above link or go to www.utc.edu/motorpool and navigate to the Accidents or Roadside Assistance page).

The attached "**In-Vehicle-Auto-Accident-Reporting-Instructions-TreasuryPrint.pdf**" includes additional information required by the State of Tennessee. The State of Tennessee Auto Accident Call Center should be notified the same day

Updated 10/30/23 for online reporting procedures

as the accident. The number to call is (855) 253-0629. **As of July 1, 2019, failure to report accidents to the Call Center within 24 hours will be subject to fines up to \$1,000.00.**

On or off campus, if an unoccupied vehicle (parked) is hit or damaged while the driver is on official university business (whether using an university vehicle, rental or private), the **"Damage Notification Card"** needs to be left on the vehicle and the driver will need to call the State of Tennessee Auto Accident Call Center at (855) 253-0629 on the same day to report the incident. **As of July 1, 2019, failure to report the incident to the Call Center within 24 hours will be subject to fines up to \$1,000.00.**

A packet with copies of the forms, instructions, laminated Damage Notification Cards and a grease pencil should be in the glove box of all university owned vehicles. If your university vehicle does not have this material, contact me and we will make sure you get the documentation. Feel free to print off the materials attached. Posters are also available and we encourage you to display them in your departments.

Damages due to accident, incident or other may be charged back to the department if the driver is found negligent.

If you have any questions about these procedures, please feel free to contact me either by phone or email.

Debby Corey
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Debby-Corey@utc.edu
423-425-5298

UTC Transportation Services Web Page
<http://www.utc.edu/facilities-planning-management/transportation/index.php>

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