Automobile Accident/Damage Reporting Procedures

All auto accidents, whether involving an injury, non-injury, third-party, at fault, parked vehicle, vandalism, or two UT vehicles must be reported to Transportation Services (Motor Pool) and/or UTC Office of Risk Management within one (1) business day.

The following procedures apply to operators of ANY University owned vehicle following an accident:

1. If the injury requires immediate medical attention, call “911”.

2. If there is no need for medical care, contact the appropriate law enforcement agency or UTC Police at 423.425.4357 (HELP).

3. Do not admit fault or guilt to anyone.

4. Never offer to pay for any damage, medical bills, towing, rental cars, taxi service or any other charges incurred by another party resulting from the accident.

5. Exchange contact information with the other driver(s) involved as well as insurance information. Obtain contact (name, address, phone number) information of every witness.

6. The University of Tennessee at Chattanooga is self-insured. An Automobile Liability Insurance Identification Card is in the key wallet and/or glove box of every University vehicle.

7. If the vehicle is towed from the accident scene, determine where the vehicle will be taken and what may be necessary to retrieve the vehicle. Report this information to UTC Transportation Services at 423.425.5298 if it is an University owned vehicle.

8. Ask the investigating law enforcement officer to provide the accident report number and how/where a copy can be obtained.

9. Report the accident to UTC Transportation Services at 423.425.5298 or UTC Safety and Risk Management 423.425.5741 by completing the Driver’s Report of Vehicle Accident Form. A copy of this form should be in every University Vehicle and can be found on Transportation Services website. This form must be completed by both employee and employee’s supervisor and sent within one (1) business day of the accident/incident along with any pictures and contact information. If anyone was injured, call Risk Management immediately at 423.425.5741 and report the accident verbally. The accident must also be reported to the driver’s direct supervisor or manager. If the vehicle is provided by UTC Transportation Services or is owned by the campus, the accident must be reported to UTC Transportation Services.

10. Take pictures of all vehicles involved: license plates, damage, position of vehicles and VIN numbers.

11. A Driver’s Report of Accident is required for any damage to University vehicles including damage to windshields (rocks), parking incidents, curb damage, scrapes, dents or scratches etc.

The University of Tennessee at Chattanooga is a comprehensive, community-engaged campus of the University of Tennessee System.