

WHAT TO DO IN CASE OF A VEHICLE ACCIDENT

1. Report accident ASAP to your department (secretary or supervisor); that person OR yourself can report to Risk Management: ellenf@uark.edu, jezell@uark.edu, or 575-5314.
2. Complete the UA Motor Vehicle Accident Report:
<http://www.uark.edu/admin/busaffrs/risk/mvaccident.pdf>
3. Turn in Accident Report and any other applicable paperwork you have (police report, driver exchange form, car rental agreement, etc.) to Risk Management Office, ADMN 321.
4. Report any communication from other party, their insurance company, lawyer, etc. to Risk Management: ellenf@uark.edu, jezell@uark.edu, or 575-5314.

NOTE: If driving a personal vehicle on University business, refer to information at this link:
<http://www.uark.edu/admin/busaffrs/risk/vehinscovinf.pdf>