

This document outlines the procedures DU employees must follow in the event of a vehicle accident involving a DU-owned, rented, or personally owned vehicle used for DU business. The purpose is to promote the safety of all parties, facilitate prompt reporting, and preserve necessary information for insurance and legal purposes. Following these steps will help protect Individuals and DU from unnecessary risk and liability.

1. Immediate Actions at Scene

- a. Promote Safety First
 - Stop the vehicle immediately and move to a safe location if possible.
 - Turn on hazard lights and, if safe, remain in the vehicle until help arrives.
- b. Check For Injuries
 - Check yourself and others for injuries if you are able.
 - Call 911 immediately if there are any injuries or if emergency assistance is needed.
- c. Notify Authorities
 - Contact the local police department (911) and Campus Safety (303-871-2334), even for minor accidents.
 - Request a report and obtain the report number.
- d. Refrain from admitting fault or responsibility to anyone at the scene of the accident.

2. Gather and Preserve Information

- a. Exchange Information
 - Collect the following from all parties involved:
 - Name, address, phone number
 - Driver's license number
 - Insurance company and policy number
 - Vehicle make, model, license plate number
- b. Take Photographs
 - If you are able, use your phone or a camera to take clear photos of:
 - All vehicles involved (damage, license plates, position)
 - Roadway conditions, skid marks, traffic signs, or signals
 - Any injuries, if appropriate and safe to do so
- c. Identify Witnesses
 - Obtain names and contact information for any witnesses.

3. Notify University of Denver

- a. Immediate Notification
 - Contact your supervisor or the designated department contact as soon as possible.
 - Contact Campus Safety at 303-871-2334 and report the incident.
 - Contact Enterprise Risk Management at 303-871-2555 or email risk@du.edu
 - If after hours, leave a voicemail or email and follow up the next business day.
- b. Complete an Incident Report
 - Complete a formal incident report with Campus Safety within 24 hours.
 - Include all gathered information, photos, and a description of the incident.

4. Cooperate with Internal and External Reviews

- Assist any DU representatives, insurance adjusters, or law enforcement officials with their investigation.

5. Drug and Alcohol Testing (if applicable)

- If the accident involved injury, fatality, or citation, comply with any required post-accident drug or alcohol testing in accordance with DU policy and DOT regulations (if applicable).