

Vehicle Accident Report

When an accident occurs:

- Call Police – Accidents on campus 972-780-3000; Accidents off campus 911.
- Call Risk Management at 972-338-1829.
- Note specific damage to both vehicles and/or property involved. Take pictures if possible.
- DO NOT make any statements about the accident to anyone without first notifying RMS.
- Fully complete both pages of this report.

Return the completed report within 24 hours to Risk Management at 7400 University Hills Blvd, Founders Hall, room 135G Dallas, TX 75241. If you have any questions, please call RM at 972-338-1829 or email to AskRiskManagement@untdallas.edu.

Other Driver Information

Name _____ Phone _____
Address _____
City _____ State _____ ZIP _____
Driver's License # _____ DL State _____ License Plate # _____ LP State _____
Vehicle Year _____ Color _____ Make _____ Model _____
Vehicle Owner Name _____ Phone _____
Insurance Carrier _____ Policy # _____

UNTD Driver Information

Name _____
Address _____
City _____ State _____ ZIP _____ Phone _____
Driver's License # _____ DL State _____ Date of Birth _____
Job Title _____ Employee ID _____
UNTD Department _____ Work Phone _____
Supervisor _____ Phone _____
Reason for Vehicle Use _____

UNTD Vehicle Information

Vehicle # _____ Department _____ License Plate # _____
Year _____ Make _____ Model _____ VIN _____

Accident Information

Date of Accident _____ Time of Accident _____ AM PM

Location of Accident _____ City _____ State _____

Emergency Response: UNTD Police Other _____ Report # _____

Weather Condition _____ Road Condition _____

Detailed Description of Accident _____

Cause of Accident _____

Detailed Description of Damage to Other Vehicle _____

Detailed Description of Damage to UNTD Vehicle _____

Detailed Description of Damage to any Property _____

Were there any injuries? Yes No

Witnesses

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Signatures

Signature of UNTD Driver _____ Date _____

Signature of Supervisor _____ Date _____

All inquiries about this accident should be referred to Risk Management at (972-338-1829).