

UT Health Houston Auto Accident Reporting Procedures

Know What to Say and Not Say

- Do not admit fault.
- Do not discuss specifics with anyone other than the police, UT Risk Management, or UT's insurance carrier.
- Do not accept any monetary compensation from the other driver.

Procedure to Report accident involving UT-owned vehicles:

1. Immediately following the accident, contact police to come to the scene:
 - If off campus, contact local police at 911 and file and obtain a copy of the report.
 - If on campus, contact UTPD at 713-792-2890 and file and obtain a copy of the report.
2. At the scene: Take pictures and gather information so Risk Manager can file a claim.

Loss: <ul style="list-style-type: none">• Date• Time• Location• Description of Accident• Police Report #
Property Damage: <ul style="list-style-type: none">• Take Pictures of damage, license plate, insurance docs• Other driver name• Driver phone / contact information• Insurance information (<i>company, agent name, phone number, policy number</i>)• Car or damaged property information (<i>year, make, model, license plate number</i>).
Injured: <ul style="list-style-type: none">• Name• Phone number• Description of injury
Witness/Passengers: <ul style="list-style-type: none">• Name• Phone / contact information

3. If towing is required, contact Voyager Fleet Services (number on back of card, 800-987-6591) for roadside assistance or contact Russell-Smith Ford Wrecker Service at 713-663-4111.
4. Within 24 hours, inform your supervisor and/or your department's fleet representative.
5. **Email** any documents along with the police report, photos, repair estimates and any other available documentation to the Office of Risk Management at bryan.c.evans@uth.tmc.edu.
6. Risk Management will forward the information to UT's insurance company for processing.
7. A claims adjuster from UT's insurance carrier will contact the parties involved and attempt to settle the claim.

Questions? Call Bryan Evans at 713-500-8133 or 713-500-8100