FLORIDA ATLANTIC UNIVERSITY

MOTOR VEHICLE ACCIDENT INSTRUCTIONS & INSURANCE INFORMATION

If you are involved in an automobile accident, please follow the guidelines below:

1. Report any accident immediately to your supervisor.
2. Have the accident investigated by law enforcement.
3. Get the names, addresses, and telephone numbers of any witnesses to the accident.
4. Contact FAU Risk Management to report the accident at 561-297-2763.
5. Don’t promise to pay anything.
6. At the scene of the accident, do not discuss details of the accident with anyone except the investigating law enforcement officer.
7. Obtain a copy of the accident report, if available, and forward it to FAU Risk Management.
8. Complete the requested information in the attached "What to do in case of an automobile accident — Know Before You Go" pamphlet from the Florida Department of Financial Services and submit it to FAU’s Risk Management Department.
9. Obtain information about the other driver(s) from the investigating law enforcement officer.
10. Provide the officer with your Agency/University automobile liability policy number which is AL-0201. The Certificate of Insurance is included in this packet and can be provided to the reporting officer.

FAU Risk Management
777 Glades Road
Building 69 – Room 112
Boca Raton, Florida 33431
(561) 297-2763

Updated September 2019
**An Automobile Accident**

**What to Do in Case Of**

**Know Before You Go**

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**Witneses at Scene of Accident:**

( ) Was the person injured ( ) Yes ( ) No
( ) In your vehicle ( ) Other Vehicle ( ) Pedestrian

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### Occupants of Vehicles or Pedestrians Involved:

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### Location of Accident:

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### Emergency Responder

**Injurious Employee(s)**

Procedure for the

**Immediate**

- In an emergency, follow the procedures. After the

**Emergency**

1. Call 911 or the nearest hospital.
2. Provide immediate assistance to the injured person.
3. If possible, move the injured person to a safe location.
4. Do not move the injured person unless there is an immediate threat to life.
5. Keep the injured person warm if possible.
6. Provide first aid if trained and if safe to do so.
7. Do not give anything to eat or drink to the injured person unless instructed by medical professionals.

**If you are injured in an automobile accident**

1. If you are involved in an accident, call the police and report the accident.
2. Exchange information with the other driver(s) involved in the accident.
3. If you are injured, seek medical attention immediately.
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If You Are Involved In An Automobile Accident

- Report any accident immediately to your supervisor in accordance with your agency's procedures.
- Have the accident investigated by law enforcement.
- Get the names, addresses, and telephone numbers of any witnesses to the accident.
- Contact Risk Management immediately at (850) 413-3122.
- Don't promise to pay anything.
- At the scene of the accident, do not discuss details of the accident with anyone except the investigating law enforcement officer.
- Obtain a copy of the accident report, if available, and forward it to the Division of Risk Management. Also, complete the information on the back of this brochure.
- Obtain information about the other driver(s) from the investigating law enforcement officer.
- Provide the officer your Agency/University automobile liability policy number as below:

Florida Atlantic University

YOUR AGENCY/UNIVERSITY NAME
AL-0201

AUTOMOBILE LIABILITY POLICY #

REPORT ACCIDENT TO:
DIVISION OF RISK MANAGEMENT
(850) 413-3122

Safety Tips

- Plan your trip before you leave.
- Know where you are going.
- Know the routes you plan to take.
- Know how long it will take to arrive.
- Allow sufficient time — avoid having to rush.
- Check the vehicle's tires, brakes, headlights, horn, windshield wipers, and rear-view mirrors before you leave.

Seat Belts Do Save Lives So Buckle Up — It's The Law!
Management Services Rule 60B-1.012 requires mandatory use of seat belts: "Failure to utilize seat belts or occupant restraint system shall be considered improper use of a vehicle and shall subject employees to disciplinary action."

Place All Work Materials In The Trunk!
...such as books, papers, reports, audiovisual equipment and newspapers. Automobile seats were designed for people.

Know And Obey All Traffic Laws!
Speed limits, traffic signs and signals were designed with your safety in mind.

If You Get Tired Or Sleepy, Stop and Rest!

Texting and Dialing a Cell Phone Kills!
Avoid taking your eyes off the road for any reason.

Look Before You Back Up!
Accidents while backing up are the major cause of accidents involving State of Florida vehicles.

Turn On Your Headlights!
At sundown and during bad weather, such as rain or fog.

Know Your Vehicle
Return Alive!
Policy Number: AL-0201

Name Insured: Florida Atlantic University

Automobile Liability Coverage provided pursuant to Chapter 284, Part II, Section 768.28, Florida Statutes, the Florida Vehicle No-Fault Law, and any rules promulgated thereunder.

Coverage Limits:

General Liability: $200,000.00 each person
                   $300,000.00 each occurrence

Personal Injury:  $10,000.00 each person
                 $10,000.00 each occurrence

Inception Date:  July 1, 2022
Expiration Date: July 1, 2023

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