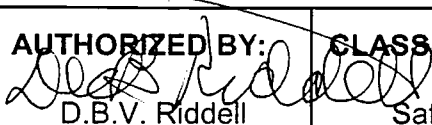


The UNIVERSITY of WESTERN ONTARIO
Physical Plant and Capital Planning Services Division

POLICY:			NUMBER: S-21
VEHICLE ACCIDENT REPORTING PROCEDURES			Page 1 of 1
PREPARED BY: PP&CPSD	AUTHORIZED BY:  D.B.V. Riddell	CLASSIFICATION: Safety Procedure	EFFECTIVE: September 1, 2004
			SUPERSEDES: November 1, 1999

DEFINITION

For purposes of this policy, a vehicle is defined as any motorized, self-propelled unit including, but not limited to, mowers, tractors, trucks, and cars owned by the Physical Plant and Capital Planning Services Division (PPD).

PROCEDURE

1. Campus Community Police Services (CCPS) is to be notified when a vehicle accident, property damage, or vehicle theft occurs on campus.
2. CCPS will prepare a report and send copies to the Supervisor and to the UWO Insurance Office
3. If a PPD-owned vehicle and a non-PPD vehicle are involved in an accident, in addition to following (1) above, the driver of the PPD vehicle will go to the London (or local) Accident Reporting Centre and complete the standard report. A copy of this report will be returned to the Supervisor for forwarding to the CCPS and to the UWO Insurance office.
4. Rental vehicles are to be treated as in Item (3) above, regardless of where the accident occurs.

RESPONSIBILITY

Supervisors are responsible for ensuring compliance with this procedure.