


POLICY: VEHICLE ACCIDENT REPORTING PROCEDURES			NUMBER: S-21
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Elizabeth Krische	CLASSIFICATION: Safety Procedure	EFFECTIVE: September 1, 2021
			SUPERSEDES: September 1, 2004

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 Facilities Management (FM).

PROCEDURE

1. Western Special Constable Services (WSCS) is to be notified when a vehicle accident, property damage, or vehicle theft occurs on campus.
2. WSCS will prepare a report and send copies to the supervisor and to the UWO Insurance Office.
3. If an FM-owned vehicle and a non-FM vehicle are involved in an accident, in addition to following (1) above, the driver of the FM 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 WSCS 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.