HSC OP: 76.34, Collisions Involving University Vehicles

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish procedures to be followed in the event of a collision involving a vehicle owned, rented, leased by, or loaned to TTUHSC.

REVIEW: This HSC OP will be reviewed on May 15 of each even-numbered year (ENY) by the Texas Tech University System Director of Risk Management and the HSC Office of Fleet Management, with recommendations for revisions forwarded through administrative channels to the Vice President and Chief Financial Officer.

POLICY/PROCEDURE:

1. The Texas Tech University System Office of Risk Management (TTUSORM) is responsible for receiving and processing reports for all motor vehicle collision claims. All collisions must be reported to your supervisor immediately.

2. On-Campus Occurrences.

   If the collision occurs on campus, Texas Tech Police shall be notified. It is the responsibility of the department to which the TTUHSC vehicle is assigned to complete an AUTO COLLISION INFORMATION FORM (Attachment A), and forward it immediately to the TTUSORM. It is also the responsibility of the department to which the vehicle is assigned to obtain a copy of the police report from the Texas Tech Police and forward it as soon as possible to TTUSORM. TTUSORM will then forward copies of the complete accident report package to the university's insurance company and the Vehicle Fleet Management Office – STOP 9012. TTUSORM will attempt to collect for damages to university property if the university driver is not at fault.

3. Off-Campus Occurrences.

   A collision off-campus, whether in or out of the state of Texas, should be reported to the law enforcement agency having jurisdiction. It is the driver’s responsibility to notify TTUSORM immediately and provide that office a copy of the collision information as soon as possible. The department must also complete an AUTO COLLISION INFORMATION FORM (Attachment A) and forward it to TTUSORM. TTUSORM will then forward copies of the complete report package to the university’s insurance company and the Vehicle Fleet Management Office STOP 9012. TTUSORM will attempt to collect for damages to university property if the university driver is not at fault.

4. All Occurrences.

   Notify the TTUSORM of any occurrence immediately. Further, Vehicle Fleet Management office also requires an investigation of the accident by completion of the VEHICLE ACCIDENT INVESTIGATION (Attachment B) and ACCIDENT WITNESS STATEMENT (Attachment C). These forms will be completed and forwarded to TTUSORM, MS/Box 42003, within three (3) working days after the collision occurred. TTUSORM will send copies to the Vehicle Fleet Management Office, STOP 9012, within two working days following receipt of the reports.

   Vehicles damaged will be repaired, replaced, or disposed of within 120 days of the incident. Any expenses incurred to repair the vehicle should be recorded on the State of Texas Vehicle Use Report form for the applicable month and forwarded to the Vehicle Fleet Management Office no later than the 5th of the next month. Refer to HSC OP 63.03 Vehicle Fleet Management Program, for additional reporting guidance.
The department head is responsible for conducting an evaluation of the driver involved in the accident to determine if there is reasonable suspicion to conduct post-accident alcohol/drug testing. If reasonable suspicion does exist, the employee must take a breath alcohol test within two hours of the accident and produce a urine sample for drug testing within 32 hours of the accident. Refer to HSC OP 70.41 Drug and Alcohol Testing for Safety and Security-Sensitive Positions for further information.

University personnel found to be negligent with the use of a university vehicle are subject to administrative action and possible suspension of driver authorization.

**Attachment A**: Auto Collision Information Form

**Attachment B**: Vehicle Accident Investigation

**Attachment C**: Vehicle Collision Witness Statement