



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

**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 Assistant Vice Chancellor, Risk and Compliance Officer and the HSC Office of Fleet Management, with recommendations for revisions forwarded through administrative channels to the Executive Vice President of Finance and Operations.

### **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 and submitted to TTUSORM via the [incident portal](#).
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 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.
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, if required. In general, a law enforcement agency will respond in the event of serious injury, death, lack of driver license or proof of insurance, and collisions involving another crime like DWI (Driving While Intoxicated) or hit and run. If in doubt contact the law enforcement agency with jurisdiction and ask if an officer will respond. For crashes without injuries when no other crimes are involved, completing [Texas Department of Transportation's Driver's Crash Report Form CR-2](#), before leaving the scene, should be the minimum required. Obtaining contact information of any potential witnesses and taking photos of the scene and any damage is recommended. For incidents occurring outside the State of Texas, use the form required by that jurisdiction. It is the driver's responsibility to notify TTUSORM immediately and provide that office with a copy of the collision information as soon as possible.
4. **All Occurrences.**  
Notify the TTUSORM of any occurrence immediately by submitting a report via the incident portal. 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 damages to university property if the university driver is not at fault. Further, an investigation of the accident by completion of the *VEHICLE ACCIDENT INVESTIGATION* (Attachment B) and *ACCIDENT WITNESS STATEMENT* (Attachment C) is required. These forms will be completed and forwarded to TTUSORM, Box 42003, Lubbock, TX 79409-2003 or [ttusrm@ttu.edu](mailto:ttusrm@ttu.edu) within three (3) working days after the collision occurred.

A decision regarding the vehicle's disposition (repaired, replaced, or disposed of) will be made and communicated to the department within 120 days of the incident. Any expenses incurred to repair the vehicle should be recorded on the *State of Texas Monthly Vehicle Use Report* form for the applicable month and uploaded to the Fleet Expense Certification System no later than the end of the following 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 70.39](#) Drug-Free Workplace Policy and or [HSC OP 70.41](#) Drug and Alcohol Testing for Safety and Security-Sensitive Positions Requiring a Commercial Driver License 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 Accident Witness Statement