

## **WHEN THE MSU VEHICLE IS NOT DRIVEABLE DUE TO AN ACCIDENT OR EMERGENCY:**

**During working hours call (M-F 8:00 am – 4:30 pm):**

MSU Motor Pool Vehicle call: MSU Transportation Services 517-353-5280  
or the MSU Service Garage 517-355-1868

(Please have the vehicle # available when calling)

Department Owned Vehicle call: **Your Department** (if you cannot reach them, you can call MSU Transportation Services or the MSU Service Garage)

**After working hours call:** MSU Operator 517-355-1855

**The Transportation Services Office or your Department/College will let you know where they want the vehicle towed to (i.e. – nearest dealership, gas station, etc.) Be certain to get the name, address, and phone number of the business where the vehicle is towed.**

### **Repair/Towing Costs:**

**Motor Pool Vehicle:** Ask repair shop/towing company to bill MSU Service Garage.  
or  
If you use personal funds - submit a reimbursement request to the MSU Transportation Services Office when returning the vehicle.

**Department Owned Vehicle** Ask repair shop/towing company to bill the MSU Service Garage, or your MSU Department/College.  
or  
If you use personal funds (up to \$500) - a reimbursement request should be submitted to your department as soon as possible.

**Before the vehicle is towed/abandoned – remove all important documents, credit cards, and property/equipment.**

**All repairs must be approved by MSU Service Garage prior to the completion of the work.**

(See other side of this sheet for important information.)

## **WHAT TO DO WHEN AN AUTO ACCIDENT HAPPENS**

1. **Remain at the scene.** Do not move the vehicle unless it presents a safety hazard to others.
2. **Report accident to appropriate authorities.** Report all accidents to the nearest police authority.
3. **Obtain the name and address of the driver(s) of the other vehicle(s) as well as the name and address of any injured person(s).**
4. **Obtain the license plate number and driver's license number for each vehicle involved.**
5. **Obtain the name, address, and phone number of each witness.**
6. **Discuss the accident only with the police. DO NOT SIGN ANY PAPERS.**
7. **Telephone your supervisor to inform them an accident has happened.**
8. **Complete the Automobile Accident form as soon as possible.** The accident report form is available at <https://rmi.msu.edu/forms/index.html#AutoAccident>.
9. **Report MSU employee injuries to the Workers Compensation Office, 1407 South Harrison, phone 517-353-4434.**
10. To arrange for repairs to the vehicle, contact the **MSU Service Garage at 517-355-1868.**
11. **THE FOLLOWING IS APPLICABLE ONLY TO THOSE VEHICLES THAT REQUIRE A COMMERCIAL DRIVER'S LICENSE:** as required by law, drivers holding a Commercial Driver's License who have an accident while driving a commercial motor vehicle resulting in property damage, a fatality, or receiving a citation for a moving traffic violation should refer to the Post-Accident Testing Kit contained in the vehicle for further instructions.

(See other side of this sheet for important information.)