

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

During working hours call (M-F 7:00 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

Use the Wright Express Universal Fleet card in the keycase (use this card **ONLY** for Motor Pool vehicle related purchases).

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.

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. If someone is hurt, call 911.
2. **Report accident to appropriate authorities.** Report any accidents involving injury, property damage, or physical damage to vehicles to the nearest police authority.
3. **Locate the Accident Kit in the glove compartment of the MSU vehicle. Complete the Automobile Accident form and forward as soon as possible to the Risk Management and Insurance Office, 408 W Circle Dr Room 113 Olds Hall, East Lansing, MI 48824, by E-MAIL at riskmgmt@msu.edu.** The accident report form is available at the following link: <https://rmi.msu.edu/assets/rmidocuments/automobile-accident-report.pdf> and instructions are located at <http://rmi.msu.edu/insurance/autoliability.html>. If further information is required, a Risk Management staff member will contact you.
4. **Use this Accident Kit information to guide you in gathering accident information.** 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). Obtain the license plate number and driver's license number for each vehicle involved. You will need to draw a diagram of the accident at a later time, so attempt to form a written or mental picture of how the accident happened.
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 advise them an accident has happened.**
8. **Report MSU employee injuries to the Workers Compensation Office, 1407 South Harrison, ph. 517-353-4434.**
9. To arrange for repairs to the vehicle, contact the **MSU Service Garage at 517-355-1868**. For additional information, see the following link. <https://ipf.msu.edu/service-billing/service-catalog/transportation>.
10. **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.)