



Accident Report Procedures

At the Scene

1. Do not admit fault
2. Call NKU Campus Police if on Campus. If not on campus as a minimum, write down:

Other Driver's Information	Witness/Passenger Information	Investigation Officer Information
Driver's Name	Witness/Passenger Name(s)	Officer's Name
Date of Birth	Phone Numbers	Badge Number
Driver's License Number/State	Injuries to any passengers	Phone Number
Phone Number		Report Number
Address		
Insurance Company & Policy Number		
License Plate Number		
Make/Model/Year of Vehicle		
Damage to Vehicle		
Injuries to Driver, if applicable		
Date, Time, Road and Weather Conditions		

3. After notifying Campus Police, call your supervisor or vehicle coordinator to report the accident.
4. The department coordinator should contact Procurement Services and Transportation Services within 24 hours after the accident.
5. If campus police were not notified the driver should also fill out a NKU Accident Report Form.

This information should be placed in the glove compartment of all University-owned vehicles.