



## Vehicle Emergency Information and Accident Reporting Procedures

Treatment of any injuries is always most important. In the event of an injury, seek medical attention immediately. On campus, contact Public Safety (610.519.4444) (24 hours a day/ 7 days a week) and Villanova EMS will be dispatched. For off campus incidents, dial (911) for local ambulance response.

If the accident involves other vehicles other than the University vehicle you are driving, the local police should be contacted immediately to file a police report related to the circumstances surrounding the accident. Be sure to exchange insurance information with any other parties, but **DO NOT ADMIT FAULT**. The insurance card and vehicle registration should be located in the glove compartment.

### Required Accident Reporting Procedures:

#### On campus accident (including hitting parked vehicles and stationary objects):

- If any of the involved parties are injured, seek medical attention immediately by calling Public Safety 24 hours a day/ 7 days a week (Emergency: 610.519.4444).
- Vehicles should not be moved from the accident site unless conditions are unsafe or the flow of traffic is blocked.
- Contact Villanova's Public Safety Department (Non-Emergency: 610.519.6979 or Emergency: 610.519.4444) at the time of the accident, no matter how minor you feel the damage is. Be prepared to give your name, the location of the accident, a brief description of the accident, a brief description of any injuries, and your location at the time of the call. Public Safety will respond to your location. Provide as much information as possible to the investigating officer. The Officer will complete all necessary accident/ incident reports and take pictures of the vehicle(s).
- Report any accidents or damage to a University Fleet Vehicle to the Parking Office when the vehicle is returned.

#### Off campus accident (including hitting parked vehicles and stationary objects):

- If any of the parties involved are injured, seek medical attention immediately by calling the local emergency department (911).
- Vehicles should not be moved from the accident site unless conditions are unsafe or the flow of traffic is blocked.
- In the event of a hit and run accident, safely attempt to record the license plate number of the responsible vehicle, and contact the local police (911) immediately to file a report.
- Contact the local police department by dialing (911) to report the accident, no matter how minor you feel the damage is. Be prepared to give your name, a description of the accident, a brief description of any injuries, and your location at the time of the call. (Remain calm and stay on the line; let the dispatcher terminate the call.)
- If possible, take pictures of the damage to the vehicle(s).
- **DO NOT ADMIT FAULT** for the accident.
- Exchange insurance information with the other party. If the other vehicle was unoccupied, wait for police to respond.
- Within two (2) business days of the accident, call the Public Safety Department (610.519.6979) or go to the Public Safety Department (Garey Hall) to report the accident and file an incident report, complete any accident paperwork, and provide the pictures, insurance information for the other party, police report number, and any other information you have regarding the accident. Incident Reports can be reported to Public Safety 24 hours a day/ 7 days a week.

### In case of a University vehicle breakdown:

In the event of a breakdown with a University vehicle, contact Public Safety (Emergency: 610.519.4444 or Main Dispatch: 610.519.5800). Be prepared to give the dispatcher your location, the number of passengers and the nature of the problem.

If the University vehicle becomes disabled or needs a tire changed in the Villanova or surrounding area, contact the University Garage (610.519.4433) during business hours 7AM to 3PM. If after business hours, contact K&S Towing (610.446.3776) or Tommy's Towing (610.971.0155) for all vehicles except Fleet Vehicles. For University Fleet Vehicles, contact Sunoco Universal Fleet (1.866.747.4440). Please make arrangements for the vehicle to be towed to the University. Villanova University will be billed directly for any services rendered.

If you are unable to return to the University with the vehicle, Rosemont Taxi (610.525.777) or Maxwell Cab Company (610.896.5100) provide transportation in the Villanova area. The University does not have a contractual relationship with these cab companies. Simply request a receipt from the driver. Employees should process the receipt through an expense report in NOVApay. Students should submit the receipt with a completed [NOVApay Payment Request Support - Non-employee and Student use Only](#) to the Procurement Department ([Procurement@Villanova.edu](mailto:Procurement@Villanova.edu)).