

Vehicles Owned or Leased Procedures

Incident Reporting Protocol

In the event of an incident involving a University vehicle, the driver shall file a [University Incident Report and Investigation Form](#) (under “WCB” heading) with the department’s Coordinator, as soon as reasonably possible after the incident. In addition, where the incident involves a vehicle accident, the driver must complete a *Driver's Accident Form* for insurance purposes. *The University’s insurer has produced a sample Accident Report and a list of recommended procedures in the case of an accident. This information is available in the Comptroller’s office, but should also be in the glove compartment of each vehicle.* The minimum information that should be included in the *Driver's Accident Form* is:

- Description of the accident;
- The vehicle(s) involved;
- The individuals involved including any passengers in the UPEI vehicle;
- Confirmation whether the accident occurred during normal work;
- Description of damages to all vehicles involved;
- Immediate cause of the accident;
- Location, date, and time of the accident;
- Witness statements;
- Road/weather conditions;
- A copy of the most recent entries in the log book;
- Any other pertinent information as requested in the *Accident Report*.

In the event the driver is unable to complete either form, the Coordinator will undertake this exercise.

The Coordinator is responsible for ensuring that the forms are promptly filed - the *Incident Report and Investigation Form* with the Health and Safety Advisor in HR, and the *Driver's Accident Form*, along with a copy of the *Incident Report and Investigation Form* to the Comptroller's Office.

In the event the incident is of a more serious nature with the potential to attract publicity, the Coordinator must immediately provide a verbal update to his/her supervisor. The supervisor, in turn, will immediately notify his/her departmental Dean or Director (assuming the supervisor and Dean/Director are not one and the same). The Dean or Director will immediately notify the Vice-President, Administration and Finance. If contact information is not available at hand, this information can be obtained through Security Services at 902-566-0384.