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# Automobile Accident

## Procedure Overview

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- When employees experience an accident while on an approved University event or business the University provides auto insurance coverage for the employee.
  - If medical care is needed seek care at the nearest emergency room unless the accident occurs on or near campus then seek treatment at Notre Dame Wellness Center.
  - The Auto Notice form shall be completed and submitted to Risk Management & Safety.
  - Once reported RM&S will determine if the automobile loss is covered under the University of Notre Dame's insurance program.
  - The Department or Unit involved in a vehicular accident while driving a University vehicle or rental vehicle provided by the University, reports accidents to the police department or other authority having jurisdiction in the area where the incident occurred.
  - The Department or Unit is responsible for reporting the damage to RM&S.
  - The Department or Unit is responsible for providing a FOPAL number for covering the deductible.
  - RM&S shall maintain all auto liability procedures.