



COLLEGE OF THE Holy Cross

Transportation

*Department of Public Safety
Transportation Office*

Motor Vehicle Accident Reporting Guidelines

Accidents and Reporting Guidelines

Despite the best precautions, accidents can and do happen. If a driver finds himself/herself involved in an accident involving a College-owned or leased vehicle, it is important to first determine if there is any personal injury to any of the parties involved, including passengers. **If there are injuries, your first priority is to get medical help immediately.** In Worcester, call (508) 799-8606 for Worcester Police or call Massachusetts State Police (911) on your cell phone and calmly and clearly tell the dispatcher that you have been in an accident with possible injury. Street address or landmark will be invaluable in getting help to respond promptly.

Any accident (property damage, hit-and-run or personal injury) while operating a Holy Cross-owned or leased vehicle or while the vehicle is parked must be reported to the Department of Public Safety immediately at (508) 793-2222.

At the scene of the accident, follow these instructions:

- a. **Do not admit fault !!!!!**
- b. Exchange with the other driver:
 - Name/date of birth (DOB)
 - Address
 - Driver's license # and state
 - Make/model/year of other vehicle
 - License plate number
- c. Get names, addresses, and phone #'s of:
 - All occupants of vehicle
 - All witnesses
- d. Note details of accident:
 - Date, time, location, road/weather conditions
 - Injuries to anyone involved
 - Damages to vehicles involved (take picture with cell phone camera, if possible)
- e. If the police arrive on the scene, request from the investigating officer:
 - Name of officer
 - Badge number and name of department
 - Telephone number
 - Report number, if available

One College Street Worcester, MA 01610-2395 (508) 793-2349 Fax (508) 793-3011

A College of the Holy Cross Accident Report and Investigation form must be completed and delivered to the Public Safety, for any accidents on or off campus. A Massachusetts Operators Report Form is filled out for all accidents over \$1000 on or off campus. The forms are available in the glove compartment of each vehicle or on the Department of Public Safety-Transportation web page. The driver is also required to notify the Department of Administrative Services (Risk Manager) at (508) 793-3423 that day or if after hours, on the next business day.

If the accident involves death or personal injury or \$1,000+ damage to a car or property, you must report the accident on a Registry of Motor Vehicles Operator Report form. A copy shall go to the Massachusetts Registry of Motor Vehicles and a copy to the local police department in the city or town where the accident occurred. This must be completed within five days of the accident – failure to do so may result in a personal fine to the driver and/or suspension of the driver's license. (If the accident occurs out of state, you must abide by that state's rules and regulations.)

All College-owned or leased vehicles must have a copy of the following in their glove compartment:

- a. Vehicle registration
- b. Proof of Insurance card
- c. Holy Cross Accident Investigation Form
- d. Massachusetts Operators Report Form

Accident Investigations

The Department of Public Safety will investigate all accidents. The investigation will consist of evaluating police reports (if any), witness reports (if any), physical evidence, photographs (if any) and operator statement (the driver will be given the opportunity to explain what happened). This information will then be used by the Department of Public Safety to make a final decision on next steps. Accidents will be designated as “preventable” or “non-preventable” based upon this investigation.