

Information to Collect at the Scene

Other Vehicle Information

Driver's Name		Vehicle Make	
Phone Number		Vehicle Model	
Vehicle Owner's Name		Vehicle VIN	
Vehicle Owner's Phone #		Insurance Company	
License Plate Number		Insurance Policy #	
Vehicle Year		# of Occupants	

Injury Information, If Applicable

Police Information, If Applicable

Injured Party's Name		Police Department	
Injured Party Phone #		Officer Name	
Description of Injury		Case #	

Non-Vehicle Property Damage Information, If Applicable

Property Owner's Name		Property Owner's Phone #	
Property Owner's Email		Property Owner's Address	
Description of Damage			

TAKE PHOTOS OF THE SCENE, INCLUDING VEHICLE/PROPERTY DAMAGE TO UPLOAD WITH ONLINE ACCIDENT REPORT.

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UI Vehicle Accident Information Form

***If you are in an accident, please call 911 or the local police department**

Please report all accidents to Risk Management via the Online Vehicle Accident Report immediately if anyone is injured, or within 48 hours/2 business days if only vehicle or property is damaged.

Reminder: If there is any vehicle damage, immediately coordinate assessment/repairs with Fleet Services

How to access the Online Vehicle Accident Report

Employees:

- Go to Employee Self-Service
 - <http://hris.uiowa.edu/>
- Select "General Systems and Tools"
- Click on "Vehicle Accident Report"

Students:

- Go to MyUI
 - <https://myui.uiowa.edu/my-ui/home.page>
- Select "Student Information"
- Click on "My Parking - Vehicle Accident Report"

Risk Management Email: risk-management@uiowa.edu

Risk Management Phone Number: 319-335-0010

Fleet Services Phone Number: 319-384-0564

Public Safety Phone Number: 319-335-5022



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