

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/myui/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

Campus Safety Phone Number: 319-335-5022

Information to Collect at the Scene

Other Vehicle Information

Driver's Name: _____

Driver Phone: _____

Vehicle Make: _____

Vehicle Model: _____

License Plate Number: _____

Vehicle Year: _____

Vehicle Color: _____

Vehicle Owner's Name: _____

Vehicle Owner's Phone #: _____

Insurance Company: _____

Policy Number: _____

of Occupants: _____

Injury Information, If Applicable

Injured Party's Name: _____

Injured Party Phone #: _____

Description of Injury: _____

Police Information, If Applicable

Police Department: _____

Officer Name: _____

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.