

Accident and Breakdown Procedures

Accident Procedures

Any accident involving a Bowdoin College motor vehicle, regardless of severity, location, or fault, must be reported immediately to the law enforcement authority within the jurisdiction where the accident occurred and to the College's Communications Center at **207-725-3314** (24 hours). Fleet vehicles contain an Emergency Kit with the following: reflective triangles, accident procedures, blank accident report, first aid kit, and a copy of the Bowdoin College Motor Vehicle Use Policy. In the case of a rental vehicle, the driver should also follow the procedures outlined on the rental agreement and/or posted in the vehicle.

For all accidents:

1. Stop and secure your vehicle.
2. Set out warning devices (triangles) properly.
3. Immediately contact the local police to advise them of the accident and to get medical assistance if there are any injuries. NOTE: In the State of Maine, if an accident involves death or personal injury or more than \$1,000 damage to a car or property, it is the responsibility of the driver to report the accident immediately to the local police.
4. Once any medical needs are taken care of it is important to make sure you get the other driver's information. At a minimum, write down (use the Bowdoin College Accident Report in the Emergency Kit of the fleet vehicle; you may pick up a Bowdoin College Accident Report from the Communications Center or the Fleet Scheduler when you return to campus in the event you have an accident with a rental vehicle):
 - a. Name
 - b. Date of birth
 - c. Driver's license number and state
 - d. Phone number
 - e. Address
 - f. Insurance company – policy number, if known
 - g. License plate number
 - h. Make, model, and year of vehicle
 - i. Damage to vehicle
 - j. Injury to driver, if any
 - k. Date, time, road and weather conditions
 - l. Names and phone numbers of any passengers
 - m. Injuries to any passengers
 - n. Names and phone numbers of any witnesses
 - o. If local police respond to the accident, request the investigating officer's name, badge number, phone number, and report number
5. You must also give the other driver your information and the vehicle's information, including insurance coverage. Insurance information is located in the Emergency Kit of all fleet vehicles. The College's insurer is **Charter Oak Fire Ins Co, Policy # Y-810-4770N927-COF-209**. For rental vehicles, you should provide the name of the College's insurance company, Acadia Insurance, and instruct the owner of the other vehicle to contact Jim Kelley, Procurement & Risk Manager at 207-725-3115 for additional information.
6. Cooperate with the police and other authorities but do not admit fault or give written statements.

7. If the local police will not draw up a report (because the damage is minimal and there are no injuries), ask them to make a note that the driver called in the accident.
8. As soon as practical, notify the Communications Center at 207-725-3314.
9. If a fleet vehicle is damaged and cannot be driven and the Communications Center authorizes it, have the vehicle towed by calling the toll-free number on the Enterprise Full Maintenance or AAA card that is located in the glove compartment. If a rental vehicle is damaged, follow the procedures outlined on the rental agreement and/or posted inside the vehicle. In addition, contact the Communications Center at 207-725-3314 to report the accident. Unless approved by the Communications Center, in consultation with the Motor Pool, any damaged fleet or rental vehicle must be returned to campus or the rental location immediately following an accident.
10. For any accident involving a fleet or rental vehicle, drivers must complete a Bowdoin College Accident Report by the end of the day and submit it to the Communications Center or the Fleet Scheduler. NOTE: In the State of Maine, if an accident involves death or personal injury or more than \$1,000 damage to a car or property, it is the responsibility of the driver to report the accident immediately to the local police. Blank reports may be picked up from the Communications Center or Fleet Scheduler. A copy of the State of Maine Driver's Report of Traffic Accident should be filed with the Fleet Scheduler. The Communications Center or the Fleet Scheduler will notify the College's risk manager.

Breakdown Procedures

If a fleet vehicle breaks down on the road, the driver should notify the Communications Center at 207-725-3314 (24 hours). The Communications Center, in consultation with Facilities Management, will determine, based on the location of the vehicle, the time of day, and the circumstances of the breakdown, what action should be taken such as towing or repair service. The driver shall make the arrangements to carry out the repair decisions of the Communications Center. The AAA card located in the glove compartment has a toll-free number for roadside assistance. Drivers are not authorized to have vehicles towed or have repairs made without consulting with the Communications Center. The College will not reimburse any driver who has unauthorized repairs made to a College vehicle. Any expense incurred for unauthorized repairs, alternate transportation or lodging is the responsibility of the individual or the department for whom she/he is driving.

If a rental vehicle breaks down, the driver should follow the procedures outlined on the rental agreement and contact the rental vendor at the contact number provided on the rental agreement or the keys or that is displayed in the interior of the vehicle. The driver should also contact the Communications Center to report the breakdown.