



If You Are Injured In An Automobile Accident

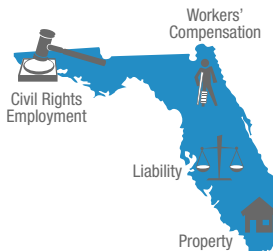
IMMEDIATELY report all work-related injuries or illnesses by calling AmeriSys toll free at **1-800-455-2079**. AmeriSys is available 24 hours each day to triage and coordinate medical care. It is best if both the employee and the supervisor/workers' compensation coordinator participate in the call. However, if both are not available, at least one party must call AmeriSys immediately.

Emergency Responder Procedures For The Injured Employee(s)

In an emergency, follow 911 procedures. After the employee is in the care of emergency services, **IMMEDIATELY** report the incident to AmeriSys toll free at **1-800-455-2079**. The AmeriSys staff will contact the emergency room or hospital to coordinate care for the employee.

Complete the form on the back of this brochure and forward to:

Department of Financial Services
Division of Risk Management
Bureau of State Liability &
Property Claims
200 East Gaines Street
Tallahassee, FL 32399-0338
Phone: (850) 413-3122
Fax: (850) 413-2730



In The Event Of An Accident Complete The Information Below

Date of Accident: _____
Location of Accident: _____

Occupants of Vehicles or Pedestrians Involved:

1. Name: _____
Telephone #: _____
Address: _____
City & State: _____ Zip Code: _____
In Your Vehicle () Other Vehicle () Pedestrian ()
Was this person injured? Yes () No ()

2. Name: _____
Telephone #: _____
Address: _____
City & State: _____ Zip Code: _____
In Your Vehicle () Other Vehicle () Pedestrian ()
Was this person injured? Yes () No ()

Witnesses at Scene of Accident:

1. Name: _____
Telephone #: _____
Address: _____
City & State: _____ Zip Code: _____

2. Name: _____
Telephone #: _____
Address: _____
City & State: _____ Zip Code: _____

Name and Department Location of Law Enforcement
Officer Investigating this Accident: _____

Other Driver's Insurance Information:

Automobile Insurance Carrier Name: _____
Policy Number: _____
Telephone Number: _____

Vehicle # _____



Florida Department of Financial Services
Division of Risk Management
200 East Gaines Street
Tallahassee, FL 32399-0338

WHAT TO DO IN CASE OF AN AUTOMOBILE ACCIDENT "KNOW BEFORE YOU GO"





What should you do if you are involved in an automobile accident while conducting State of Florida business in a state-owned vehicle or your private vehicle?



This brochure is for employees of:

University of Florida

(Agency)

Insurance Coordinator 352-392-1591 X 259

(Agency Head)

If You Are Involved In An Automobile Accident

- Report any accident immediately to your supervisor in accordance with your agency's procedures.
- Have the accident investigated by law enforcement.
- Get the names, addresses, and telephone numbers of any witnesses to the accident.
- Contact Risk Management immediately at (850) 413-3122.
- Don't promise to pay anything.
- At the scene of the accident, do not discuss details of the accident with anyone except the investigating law enforcement officer.
- Obtain a copy of the accident report, if available, and forward it to the Division of Risk Management. Also, complete the information on the back of this brochure.
- Obtain information about the other driver(s) from the investigating law enforcement officer.
- Provide the officer your Agency/University automobile liability policy number as below:

University of Florida

YOUR AGENCY/UNIVERSITY NAME

AL - 0171

AUTOMOBILE LIABILITY POLICY #

**REPORT ACCIDENT TO:
DIVISION OF RISK MANAGEMENT
(850) 413-3122**

Safety Tips

- Plan your trip before you leave.
- Know where you are going.
- Know the routes you plan to take.
- Know how long it will take to arrive.
- Allow sufficient time — avoid having to rush.
- Check the vehicle's tires, brakes, headlights, horn, windshield wipers, and rear-view mirrors before you leave.

Seat Belts Do Save Lives So Buckle Up- It's The Law!

Management Services Rule 60B-1.012 requires mandatory use of seat belts: "Failure to utilize seat belts or occupant restraint system shall be considered improper use of a vehicle and shall subject employees to disciplinary action."

Place All Work Materials In The Trunk!

...such as books, papers, reports, audiovisual equipment and newspapers. Automobile seats were designed for people.

Know And Obey All Traffic Laws!

Speed limits, traffic signs and signals were designed with your safety in mind.

If You Get Tired Or Sleepy, Stop and Rest!

Texting and Dialing a Cell Phone Kills!

Avoid taking your eyes off the road for any reason.

Look Before You Back Up!

Accidents while backing up are the major cause of accidents involving State of Florida vehicles.

Turn On Your Headlights!

At sundown and during bad weather, such as rain or fog.

Know Your Vehicle Return Alive!

This information with the links to the forms is located on Environmental Health and Safety’s website: <http://www.ehs.ufl.edu/programs/insurance/automobile/>

For questions about insurance and assistance with a claim, please contact Ms. Lori Hales, Risk Coordinator, **phone: 352-392-1591; fax: 352-392-3647; email: lhales@ehs.ufl.edu**



Reporting an Accident

Procedure to Follow at Accident Scene

- 1. This procedure applies to automobile accidents involving UF-owned or rented vehicles.
- 2. Contact local law enforcement to report the accident.
- 3. If the accident occurs on campus, contact the University Police.
- 4. The driver must notify their supervisor of the specifics related to the accident.
- 5. Provide the officer with the University auto policy number.
- 6. Do not accept responsibility for the accident on your behalf or that of the University.
- 7. Obtain a copy of the Driver Exchange of Information form.

Procedure to Follow after Auto Accident

This following documentation must be submitted within 3 days after the accident to the Insurance Coordinator.

- 1. The driver must complete an Automobile Accident Reporting form.
- 2. The supervisor must provide a written statement advising who was operating the vehicle and what job duties the driver was performing at the time of the accident.
- 3. Driver’s Exchange form.
- 4. Police Report.
- 5. If vehicle is a rented vehicle, notify the rental company immediately.
Failure to do so may void the terms of your rental contract, including any insurance coverage provided under the contract.

Claims Processing

- If filing a claim when a university driver is at fault, the claimant may file through the university's insurance company or file through their personal automobile insurance and their company will handle directly with the university's company. If filing through the university's insurance, the claimant can complete the Statement of Claim form (<http://www.myfloridacfo.com/Division/Risk/Liability/Documents/DFS-DO-262.docx>) and submit to the following.

Jimmy Glisson,

Administrator

North Tort Claims Unit

Division of Risk Management

200 E. Gaines Street

Tallahassee, Florida 32399-0338

(850) 413-4874

Jimmy.Glisson2@myfloridacfo.com

Forms/Handouts

- Know Before You Go Brochure (keep in car glove box) <http://webfiles.ehs.ufl.edu/KBYGBrochure.pdf>
- Automobile Accident Report (UF driver completes) <http://www.myfloridacfo.com/Division/Risk/Liability/Documents/DFS-DO-261.pdf>
- Statement of Claim form (claimant completes) <http://www.myfloridacfo.com/Division/Risk/Liability/Documents/DFS-DO-262.docx>