

Vehicle Accident Report



When an accident occurs:

- Call Police – Accidents on campus (940) 565-3000; Accidents off campus 911.
- Call Risk Management Services at (940) 565-2109.
- Note specific damage to both vehicles and/or property involved. Take pictures if possible.
- DO NOT make any statements about the accident to anyone without first notifying RMS.
- Fully complete both pages of this report.

Return the completed report within 24 hours to Risk Management Services (RMS), Insurance & Claims. Email the completed report to rms@unt.edu using '#secure' in the subject line to securely send the email. If you have any questions, please call RMS at (940) 565-2109.

Other Driver Information

Name _____ Phone _____

Address _____

City _____ State _____ ZIP _____

Driver's License # _____ DL State _____ License Plate # _____ LP State _____

Vehicle Year _____ Color _____ Make _____ Model _____

Vehicle Owner Name _____ Phone _____

Insurance Carrier _____ Policy # _____

UNT Driver Information

Name _____

Address _____

City _____ State _____ ZIP _____ Phone _____

Driver's License # _____ DL State _____ Date of Birth _____

Job Title _____ Employee ID _____

UNT Department _____ Work Phone _____

Supervisor _____ Phone _____

Reason for Vehicle Use _____

UNT Vehicle Information

Vehicle # _____ Department _____ License Plate # _____

Year _____ Make _____ Model _____ VIN _____

Accident Information

Date of Accident _____ Time of Accident _____ AM PM

Location of Accident _____ City _____ State _____

Emergency Response: UNT Police Other _____ Report # _____

Weather Condition _____ Road Condition _____

Detailed Description of Accident _____

Cause of Accident _____

Detailed Description of Damage to Other Vehicle _____

Detailed Description of Damage to UNT Vehicle _____

Detailed Description of Damage to any Property _____

Were there any injuries? Yes No

Witnesses

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Signatures

Signature of UNT Driver _____ Date _____

Signature of Supervisor _____ Date _____

All inquiries about this accident should be referred to Risk Management Services at (940) 565-2109.