

What to Do If You Have An Accident With A University Insured Vehicle?

All University Own Vehicles should have a PayneWest Insurance Card and Yellow Packet in their glove compartment. If you do not have these, you should contact Lorrie Engle, University Purchasing, purchasing@gonzaga.edu or Ext. 5672 and she will make sure a copy is provided.

In the event of a Vehicle Accident, follow these steps:

1. Remain at the Scene
2. Call the Police or 911 if Emergency Services are Required
3. If the accident happens on campus, notify Campus Security Ext. 2222
4. Exchange Information
5. Notify your supervisor.
6. Fill out an Accident Kit (inside Yellow PayneWest Insurance Packet)

Ask for the following Information:

1. Name, address, and driver's license number of the other driver
2. Phone numbers of the driver and any witnesses
3. Year, make, model and license plate number of all involved vehicles
4. Name of the insurance company, agent, and policy number for all other involved drivers
5. Take a picture with your camera or phone if available.

Do not admit fault for the accident or discuss your insurance coverage or limits. Do not discuss the accident with anyone except for police.

After exchanging information, completing accident reporting form, pictures and witness contact information card turn everything into Marcia Bertholf, Vice President's Office for Finance, Bertholf@gonzaga.edu or Ext. 6139. Please include the location of the vehicle for insurance review.

You can also find this information online at: http://www.gonzaga.edu/Campus-Resources/Offices-and-Services-A-Z/Finance-Office/Office-of-Emergency-Preparedness-and-Risk-Management/insurance_claims/default.asp