

SHAWNEE STATE UNIVERSITY

Vehicle Accident Report

Submit completed report to Risk Management via
email: jvandeusen@shawnee.edu fax: 740.351.3413 Campus Mail: Massie Hall B51

For questions, please contact the Risk Management at 740.351.3310

SSU DRIVER AND VEHICLE INFORMATION

Date: _____ Time: _____ Location: _____

Name: _____ Department: _____

Driver Affiliation: Employee Student Employee Student

Vehicle Information:

Year: _____ Make: _____ Plate Number: _____

State Vehicle Rental** Equipment

**If Rental: Rental Company _____ Rental Agreement #: _____

OTHER EQUIPMENT OR VEHICLE INFORMATION (if applicable)

Driver Name: _____ Phone: _____

Insurance Company/Phone: _____

Vehicle Information:

Year: _____ Make: _____ Plate Number: _____

ACCIDENT / INCIDENT INFORMATION

(An official Police report can be attached in lieu of information below this line)

Weather (mark all that apply):

_____ Clear _____ Raining _____ Snowing _____ Fog
_____ Sleetng _____ Dust/Smoke _____ High Wind _____ Other _____

Pavement:

_____ Asphalt _____ Concrete _____ Gravel/Dirt _____ Other _____
_____ Steel _____ Wood _____ BrickStone

Conditions:

_____ Dry _____ Wet _____ Slippery _____ Pot Holes
_____ Other

Seat Belt: Used Not Used Damage Found - Unknown Cause

Air Bag Deployed: Yes No

Was a citation issued: Yes No To Whom: _____

POLICE OFFICER ASSISTING

Name: _____ Police Report Made Y/N: _____

City/State: _____ Report # (if known): _____

INJURIES - Describe nature of any apparent injuries

Driver Injury: _____

Other Driver Injury: _____

Passengers:

Name _____

Injury _____

Name _____

Injury _____

Passengers:

Name _____

Injury _____

Name _____

Injury _____

PROPERTY DAMAGE - Describe nature of damage

Your Vehicle: _____

Other Vehicle: _____

Property other than Vehicles: _____

WITNESSES (if not documented in police report)

Name: _____

Name: _____

Address: _____

Address: _____

City/State: _____

City/State: _____

Phone: _____

Phone: _____

ACCIDENT / INCIDENT DESCRIPTION

Briefly tell how the accident happened. Provide as many details as possible.
