

Hamilton College
Emergency Actions and Accident Reporting

1. As a driver of a Hamilton College vehicle, you are responsible for exercising good judgment to insure:

- The safety of yourself and your passengers (your first consideration)
- The safety of the vehicle

2. In the event of an accident involving any personal injury or property damage to a Hamilton College vehicle, take the following actions:

- Contact the police and remain at the scene until they arrive.
- Give the required information to the police and other parties, and obtain all the data necessary to complete the accident report, provided in the glove compartment.
- If you have a camera with you, take pictures of any damage to the Hamilton vehicle, other vehicles and any other property damage. You will be reimbursed for the development cost of accident photos and replacement of your film.
- Unless you are clearly responsible for the accident, **do not assume responsibility for the accident.** Provide accurate and truthful information to the authorities. The police and the insurance companies will determine the driver at fault. If the police or the owner/driver of the other vehicle requests a contact name and number for insurance purposes, please refer them to the Irene Cornish, Purchasing and Property Management, Administrative Services, 315-859-4999.
- **If you are unable to proceed, call Campus Safety at (315) 859-4141.** Be certain to give the person with whom you speak: your name, location, the telephone number from which you are calling, location of the vehicle, the nature of the problem, and the assistance required. Remain at the telephone until you get a response as to the action to be taken.
- Notify your advisor or ask Campus Safety to do so.

3. In case of a breakdown and you are unable to proceed because the vehicle is disabled:

- Contact Physical Plant (315) 859-4500 during normal working hours (8:30 a.m. to 4:30 p.m.), or call Campus Safety at (315) 859-4141 at night and on weekends.
- Be certain to give the person with whom you speak your name, location, the telephone number from which you are calling, location of the vehicle, the nature of the problem, and the assistance required. Remain at the telephone until you get a response as to the action to be taken.
- Notify your advisor or ask Campus Safety to do so.

4. Accidents, damages, or citations must be reported in person to Campus Safety. Campus Safety will fill out an incident report for routing to Physical Plant and to the Director, Purchasing and Property Management.