

## If there is a lawsuit, do I need a lawyer?

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CMS will defend lawsuits in conjunction with the Illinois Attorney General's Office free of charge, assuming that the accident occurred during the approved use of a University vehicle for University business. You may also elect to retain counsel at your own expense. If your personal insurance is named in a legal action, they too may have legal representation.

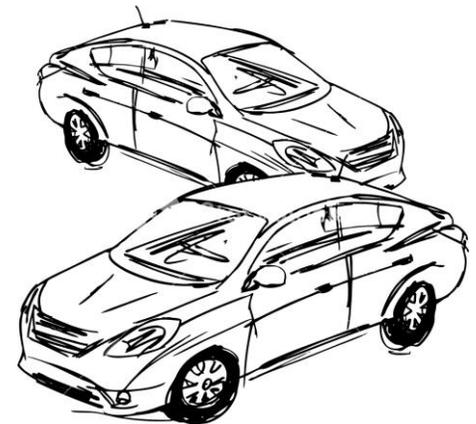
**Note:** All University vehicles should contain a copy of the certificate of insurance, Illinois Motorist Report, and a copy of this brochure. Please contact Fleet Management at (773) 995-2141 if any of this information is missing.



Parking & Fleet Management  
9501 South King Dr.  
Chicago, IL 60628  
773-995-2141  
773-995-3281

## Vehicle Accident Response Plan

When the CSU Fleet you are driving on University business is involved in an accident.



## What should I do in the event of a Motor Vehicle Accident?

- Stop your motor vehicle immediately once it is safe.
- Turn off the ignition.
- Do not leave the scene of the accident.
- Check for bodily injury and render first aid if necessary.
- **DO NOT** attempt to move any injured person!
- Notify the authorities of the accident and inform them of any injuries.
- Take reasonable steps to prevent further loss to your property.

## Once the scene of the accident is stabilized, what do I do next?

- Provide vehicle registration and certificate of insurance to investigative officer.
- Obtain the other driver's name, address, phone number, driver's license number, insurance information, and the make, model, year, and license plate number of the involved vehicle.
- Note the date, time, location and road conditions at the time of the accident. If possible, photograph the scene.
- Identify any eyewitnesses and the authorities working the scene of the accident.
- Do not admit guilt or make any statements beyond what is required by the authorities.
- Request a copy of the police report.

## Once the accident scene has been cleared. Who do I notify and what do I need to do?

Notify your supervisor, CSU Parking/Fleet Management at (773) 995-2141 and the university Police at (773) 995-2111 immediately.



## What types of accidents must be reported?

**All** accidents, however slight, must be reported.

## How soon do accidents need to be reported?

Any motor vehicle accident, regardless of the state or country where it occurred must be reported **within 12 hours to your supervisor, University Police, and CSU Parking/Fleet Management.**

## What kind of paperwork will I need to complete?

Complete and forward a copy of the Illinois Motorist Report (SR-1) within 12 hours of the accident. Copies should be available in all University vehicle glove compartments, or you may contact CSU Parking/Fleet Management at (773) 995-2141 and the University Police at (773) 995-2111 to have one forwarded to you.

## What happens if I don't report an accident within 24 hours?

Central Management Services (CMS) provides liability insurance in excess of personal insurance for damages incurred while in travel status on state business. CMS requires that **all** motor vehicle accidents involving University vehicles or vehicles being used on University business be reported to their office promptly.

**Claims reported late may risk being denied by CMS, and the liability may fall back upon the driver, or the department, or in extreme cases on the University.**