

Policy on Automobile Accidents Involving College Vehicles

In the event of a motor vehicle accident involving a College vehicle, the driver must immediately report it to his or her supervisor, the police (911), campus security (311)* and the Office of Legal Affairs (451-4359). Injuries resulting from a motor vehicle accident must also be reported to the Office of Human Resources (451-4208).

All employees holding a CDL license involved in an accident will be required to submit to drug and alcohol testing. All other employees involved in an accident may be required to submit to alcohol and drug testing if, in the opinion of the Assistant Vice President of Employee Relations, the Director of Public Safety or the College General Counsel, there is a reasonable suspicion to warrant testing.

When reporting the details of an accident to the Police, the driver should speak openly of the facts surrounding the accident without admitting liability. Liability will be determined based on an investigation of the facts and in accordance with applicable laws.

Within 48 hours, the driver must submit the required automobile liability insurance forms found in the accident report kit in the glove box of the vehicle to the Office of Legal Affairs, NFL-230. These forms include the Police Field Report, SCIN Form 47 (Automobile Liability Accident Notice), MV-104 (NYS Report of Motor Vehicle Accident), and SCIN Form 70 (Automobile Comprehensive Loss) if applicable.

Legal Affairs will ensure compliance of all insurance procedures and efficiently expedite claims of this nature. Following an estimate of damage and insurance appraisal, all vehicle repairs will be determined and authorized by the Office of Legal Affairs.

*When contacting College Security from an off-campus location:

Ammerman Campus:	451-4240
Eastern Campus:	548-2690
Grant Campus:	851-6889
Culinary Center:	548-2690
Sayville Center:	451-4240

*Adopted by Executive Council
April 21, 2009*