

NUMBER: LESA 3.00
SECTION: Law Enforcement and Safety
SUBJECT: Reporting Motor Vehicle Collisions
DATE: November 1, 2006
Policy for: All Campuses
Procedure for: All Campuses
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Issued by: Law Enforcement and Safety

I. Purpose:

To establish a system for the uniform reporting of all motor vehicle collisions occurring on University property.

II. Policy:

The University requires that all motor vehicle collisions on campus and all motor vehicle collisions involving University vehicles off campus be reported to appropriate officials as outlined below.

III. Procedure

A. Motor Vehicle Collisions on Campus

1. Contact the University Police Department and have the following Information available:
 - a. where the accident occurred;
 - b. number of vehicles involved;
 - c. whether the accident is considered a "major" or "minor" one,
 - d. if an ambulance is required.
2. An officer will be sent to the area and an accident and/or other appropriate report(s) will be initiated.
3. Completed reports when appropriate will be forwarded to the South Carolina Department of Public Safety.
4. If the collision involves a University vehicle, Vehicle Management and Parking Services should be contacted to insure that all appropriate administrative University reports are completed (see Vehicle Liability Insurance LESA 4.06).

B. Motor Vehicle Collisions Involving a University Vehicle Off Campus

1. Collisions occurring off campus should be investigated by the local police department, sheriff's department or by the SC Highway Patrol, as appropriate.
2. In the Greater Columbia area, the Columbia Police Department will investigate all accidents.

IV. Reason for policy changes:

- A. Update unit names

Send Comments to [Ernie Ellis](#)