

IN CASE OF AN ACCIDENT

1. Stop immediately – In a safe place.
2. If there are injuries get help and call 911.
3. **KEEP CALM. BE COURTEOUS. BE CONSISTENT.** Make no statements concerning the accident to anyone except the police officer. Make no settlement offers. Do not admit fault for the accident.
4. Gather information on the scene.
 - Identify the people in the other vehicles.
 - Get their names and contact information.
5. Get the names of any witnesses and their contact information.
6. Before leaving the scene, make sure you have all the facts, and have completed this form.
7. Report the accident to your supervisor before the end of your shift.
8. Notify **Risk Management** within 24 hours of the accident at (203) 432-6606.

WITNESS INFORMATION

Name: _____
Address: _____
City, State, Zip: _____
Business Phone: _____
Phone: _____

Name: _____
Address: _____
City, State, Zip: _____
Business Phone: _____
Phone: _____

ACCIDENT DETAILS

Date/Time: _____
Location: _____
Police Dept.: _____
Report number: _____

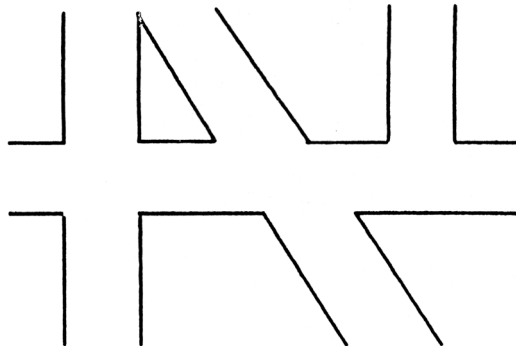
Your Vehicle Information:

Make/Model: _____
Year/Color: _____
Registration number: _____
Passenger Names: _____

Other Driver and Vehicle Information:

Name: _____
Address: _____
City, State: _____
Phone: _____
Make/Model: _____
Year/Color: _____
Registration number: _____
Passenger Names: _____
Contact information: _____

DIAGRAM OF ACCIDENT



YALE UNIVERSITY



YALE DRIVER SAFETY & ACCIDENT REPORTING INFORMATION

In an Emergency Call
911

YALE RISK MANAGEMENT
Peter LeMay
203.432.6606 OFFICE
203.432.5432 FAX

THE SMITH SYSTEM

5 Keys to Space Cushion Driving

- 1) **“Aim High in Steering”** - Set your sights high. Look well ahead at least 15 seconds. 1-2 city blocks or 1/4 mile on highway. See and react to future problems before they become unavoidable hazards.
- 2) **“Get the Big Picture”** - Use your eyes to establish a 360° circle of awareness in your reaction zone. Proper following distance of 4 seconds allows your eyes the freedom to scan your driving environment and be aware of what is happening around you.
- 3) **“Keep your Eyes Moving”** - Eye movement is the key to gathering and keeping your big picture. Don't let your eyes rest on any object for more than 2 seconds, avoiding a fixed stare.
- 4) **“Leave Yourself an Out”** - Space around your vehicle is your out. It is a cushion and an escape route. Scan for a predetermined escape path. Do not let your vehicle get “boxed in”. Plan for space...be ready for the unexpected.
- 5) **“Make Sure They See You”** - Communicate with other drivers and pedestrians. Get eye contact by using the warning devices on your vehicle. Use your turn signals and tap of your horn to get the attention of others.

YALE UNIVERSITY AUTO SAFETY RULES & REGULATIONS

Guide 1705 GD.01

Revised: 5/1/06

The following safety rules must be followed at all times while using a University owned or rented vehicle. Failure to follow these rules may result in disciplinary action.

- Only properly authorized and licensed persons may operate University vehicles or rent a vehicle on the University's behalf.
- Employees are not to use University vehicles for personal use, except as provided in written employment contracts. Personal use may be considered taxable income, and the Tax Department should be consulted for additional information.
- Only passengers on official University business are allowed to ride in University vehicles.
- No driver shall operate a University vehicle under the influence of alcohol or drugs, or when his/her ability to operate a vehicle safely may be impaired by medication, illness, fatigue, or injury.
- All accidents resulting in personal injury or property damage, regardless of the degree of severity, must be reported to Campus or local Police immediately, and to the driver's supervisor before the end of the driver's shift. The Office of Risk Management must be notified within 24 hours of the accident, or as soon as practical thereafter.
- Motorcycles may not be driven on university business except by authorized University Police personnel.
- Seatbelts and other proper restraints must be worn by all occupants of any University vehicle in accordance with Connecticut state law.
- A hands free device must be used when talking on cellular phones while driving.
- All doors must be closed while the vehicle is in motion.
- Departmental regulations specify the authorization process for obtaining fuel. The basic fluid levels (oil, coolant, windshield washer) should be checked when getting fuel.
- Vehicle mileage and use logs must be kept for all University vehicles.
- Keys may not be duplicated, unless authorized, and must be returned promptly to the department after each use.
- All moving violations received while driving in university vehicles must be reported to an immediate supervisor within one working day.
- Whenever the vehicle is left unattended, the transmission must be placed in park or in gear, the parking brake set, the engine turned off, the windows closed, the doors locked, and the keys removed.
- State laws and local regulations are to be followed at all times.
- Handicapped spaces, fire lanes, and the area around hydrants must not be used as parking spaces.
- Defensive driving techniques should be exercised:
- Maintain a safe following distance, and increase it during slippery road conditions
- Yield the right of way when traffic controls mandate it and be prepared to yield the right of way to drivers who fail to follow the traffic signals
- Pedestrians and bicycles in the roadway always have the right of way.
- Check behind the vehicle before backing up, even if it means getting out of the vehicle
- Back into parking spaces whenever possible.