



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 76.34, **Collisions Involving University Vehicles**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso Operating Policy and Procedure (HSCEP OP) is to establish procedures to be followed in the event of a collision involving a TTUHSC vehicle.

**REVIEW:** This HSCEP OP will be reviewed on May 15 of each even-numbered year (ENY) by the Texas Tech University System Director of Risk Management and the Office of Fleet Management or designees, with recommendations for revisions submitted to the Chief Operating Officer or designee by June 1.

### **POLICY/PROCEDURE:**

1. The Texas Tech University System Office of Risk Management (TTUS ORM) is responsible for receiving and processing reports for all motor vehicle collision claims.

2. **On-Campus Occurrences.**

If the collision occurs on campus, the driver is responsible for notifying the nearest office of the Texas Tech Police Department. It is the responsibility of the department to which the TTUHSC EP vehicle is assigned to complete an *AUTO COLLISION INFORMATION FORM* (Attachment A), and forward it immediately to the TTUS ORM. It is also the responsibility of the department to which the vehicle is assigned to obtain a copy of the police report from the Texas Tech Police and forward it as soon as possible to TTUS ORM. TTUS ORM will then forward copies of the complete accident report package to the university's insurance company and the Vehicle Fleet Management Office – STOP 9012. Should the collision not be the fault of the TTUHSC EP driver, TTUS ORM will attempt to collect for damages to university property.

3. **Off-Campus Occurrences.**

Should a collision occur off-campus, either in or out of the state of Texas, it should be investigated by a city Police Department, State Highway Patrol, or other investigative body, and it is the driver's responsibility to notify TTUS ORM immediately and provide that office a copy of the written accident report as soon as possible. The department to which the TTUHSC EP vehicle is assigned must complete an *AUTO COLLISION INFORMATION FORM* (Attachment A) and forward it to TTUS ORM. TTUS ORM will then forward copies of the complete report package to the university's insurance company and the Vehicle Fleet Management Office STOP 9012. Should the collision not be the fault of the TTUHSC EP driver, TTUS ORM will attempt to collect for damages to university property.

4. **All Occurrences.**

Notify the TTUS ORM of any occurrence immediately. Further, the Vehicle Fleet Management Office also requires an investigation of the accident by completion of the *VEHICLE ACCIDENT INVESTIGATION* (Attachment B) and *ACCIDENT WITNESS STATEMENT* (Attachment C). These forms will be completed and forwarded to TTUS ORM, MS/Box 42003, within three (3) working days after the collision occurred. TTUS ORM will send copies to the Vehicle Fleet Management Office, STOP 9012, within two working days following receipt of the reports.

Vehicles damaged will be repaired, replaced, or disposed of within 120 days of the incident. Any expenses incurred to repair the vehicle should be recorded on the *State of Texas Vehicle Use Report* form for the applicable month and forwarded to the Vehicle Fleet Management Office no later than the 5th of the next month. Refer to OP 63.03 for additional reporting guidance.

The department head is responsible for conducting an evaluation of the driver involved in the accident to determine if there is reasonable suspicion to conduct post-accident alcohol/drug testing. If reasonable suspicion does exist, the employee must take a breath alcohol test within two hours of the accident and produce a urine sample for drug testing within 32 hours of the accident. Refer to [HSCEP OP 70.41](#) for further information.

University personnel found to be negligent with the use of a university vehicle are subject to administrative action and possible suspension of driver authorization.