

## **UAF Driver Handout**

### **Contact Information:**

Environmental Health, Safety and Risk Management (EHSRM):

Phone: 907-474-5413

Fax: 907-474-5489

### **Contacts (during work hours):**

Michael Sanders: 907-474-5476 mdsanders2@alaska.edu

Tracey Martinson: 907-474-6771 tamartinson@alaska.edu

### **Contact (after hours, weekends, and holiday):**

UAF Emergency Dispatch Center: 907-474-7721

### **Accident Notification:**

**INJURY** Accident - 911 immediately then EHSRM immediately after 911

**PROPERTY** Accident - Notify EHSRM within 48 hours

**NOTE:** You **MUST** contact EHSRM immediately if you are involved in an accident/incident **AND** you are hospitalized, there was an amputation of any body part including finger tips or a loss of eyesight, or a death. You must also fill out an accident report form found here:

<http://www.uaf.edu/safety/occupational-safety/accident-reporting/> . If you do not have access to the web or are not an employee or student, contact your supervisor.

### **Accident Reporting:**

- Call emergency services, if needed.
- Do not move any injured persons unless they are in imminent danger.
- Avoid moving vehicles unless there is a compelling safety reason, or you are instructed by law enforcement authorities.
- Cooperate with authorities. Provide factual and direct answers.
  - Avoid providing subjective perceptions or opinions.
  - Never admit liability or fault.
- Collect witness names, numbers, and license plate information.
- Make note of road conditions, visibility, time of day, etc.
- If possible, draw sketch or take picture of the accident scene.
- Record the police officers name, and the police report number. Ask for information on how to obtain a copy of the police report.
- If you have hit a parked car, leave pertinent information on the damaged vehicles windshield. Pertinent information includes; your name, phone number, date and time of accident.
- Fill out accident report found in the visor pack located in the vehicle, or go online, <http://www.uaf.edu/safety>.

***If you have any questions, please contact us at the numbers listed above.***