

Motor Vehicle Accident Guidelines

In the event of any motor vehicle accident involving a Drake owned vehicle, including but not limited to traffic accidents, motor vehicle accidents involving a parked car or some other object, motor vehicle accidents involving a pedestrian, personal injury accidents with stationary vehicles (i.e., someone falls off the back of a parked pickup, etc.) a report **MUST** be made to the Public Safety Office.

If a Drake owned vehicle is involved in a traffic accident, the following procedures need to be followed:

ACCIDENTS WITH NO INJURIES

1. If an accident occurs on Drake property, contact the Public Safety Office at (515) 271-2222 immediately so a public safety officer can take a report; all parties involved should remain at the scene.
2. If an accident occurs in close proximity (within one mile) of Drake property, and the only damage sustained was to Drake owned vehicle(s), contact the Public Safety Office immediately. A public safety officer will determine whether the police need to be called.
3. If an accident occurs off-campus and there is minor damage, contact the Public Safety Office as soon as possible for reporting purposes.
4. If the accident occurs off-campus and there is major damage, contact the Public Safety Office immediately. A public safety officer will assist you in determining whether you need to call 911.

ACCIDENTS WITH INJURIES

1. If an accident occurs on Drake property, contact Public Safety Office for immediate assistance at either (515) 271-2222 or 811. Public Safety Officers will respond, provide first aid, notify the paramedics if necessary and complete any necessary reports.
2. If an accident occurs off-campus, regardless of the location, contact the police by dialing 911. In addition, contact the Public Safety Office as soon as possible for reporting purposes.