

MOTOR VEHICLE USE PROGRAM

UGA-SA VOLUNTEER DRIVER ACCIDENT FOLLOW-UP CHECKLIST

UGA-SA personnel in charge of the UGA-SA program are to complete this checklist and forward it to the Risk Management Services Division (RMS) within 2 work days of being advised of an accident that occurred while UGA-SA volunteer driver was driving on state business.

VOLUNTEER DRIVER INFORMATION	
Name	Date of Accident
UGA-SA Department	UGA-SA Program

CHECKLIST	
<input type="checkbox"/> Meet with the volunteer driver to discuss the details of the accident.	
<input type="checkbox"/> Did the volunteer driver meet the following requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Requirement	Date
Obtain all necessary information at the scene	
Call loss into 1-877-656-7475 or ARI within 48 hours	
Respond to any acknowledgements or requests sent by DOAS RMS	
Obtain the police report, if requested, and forward to DOAS RMS	
<input type="checkbox"/> Discuss appropriate corrective action, depending on whether the driver was cited for the accident/whether the circumstances involve a potential violation of the UGA Code of Conduct.	
Recommendation	Date
Referral of the matter to the Office of Judicial Programs	
View an appropriate driver safety video	
No further action warranted	
<input type="checkbox"/> Forward to DOAS Accident Review Panel for the following determinations: <ul style="list-style-type: none"> <input type="checkbox"/> Preventable <input type="checkbox"/> Non-Preventable <input type="checkbox"/> Additional Recommendations 	

SUPERVISOR INFORMATION	
Printed Name	UGA-SA Department
Signature	Date