


POLICY: VEHICLE ACCIDENT REPORTING PROCEDURES			NUMBER: S-21
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PREPARED BY: Facilities Management (FM)	AUTHORIZED BY:  Andrew Konowalchuk	CLASSIFICATION: Safety Procedure	EFFECTIVE: November 12, 2024
			SUPERSEDES: September 1, 2021

DEFINITION

For purposes of this policy, a vehicle is defined as any motorized, self-propelled unit including, but not limited to, mowers, tractors, trucks, cars, and any attachments, owned or rented by Facilities Management (FM).

PROCEDURE

1. If an FM-owned or rented vehicle is involved in an accident, property damage, or vehicle theft, Western Special Constable Services (WSCS) is to be notified.
2. WSCS will investigate, prepare a report, and send copies to the supervisor and to the Western Corporate Insurance Office.
3. If an FM-owned or rented vehicle is involved in an accident off of Western property, in addition to following (1) above, the driver of the FM vehicle will go to the London (or local) Accident Reporting Centre and complete the standard report. A copy of this report will be returned to the supervisor for forwarding to the WSCS and to the Western Corporate Insurance office.
4. Rental vehicles are to be treated as in Item (3) above, regardless of where the accident occurs. If a vehicle is being rented to travel on University business, [Corporate Insurance](#) to be covered under the University's Non-Owned Auto Insurance.
5. The employee's supervisor will complete and submit a Vehicle Accident Report and an Accident/Illness/Incident Reporting Form & Investigation Report (AIIR).

RESPONSIBILITY

Supervisors are responsible for ensuring compliance with this procedure.

RESOURCES

- **Vehicle Accident Report**
https://www.uwo.ca/hr/form_doc/pay_admin/form/vehicle_accident_report.pdf
- **Accident/Illness/Incident Reporting Form & Investigation Report (AIIR)**
https://www.uwo.ca/hr/form_doc/health_safety/form/aiir.pdf
- **S-11: Accident Investigation Report**
<https://uwo.ca/fm/who/policies.html>