

## What to Do in the Event of an Automobile Accident

Automobile accidents must be reported immediately for accidents involving a University vehicle or a personal vehicle while conducting approved University-related business.

### 1. Prioritize Safety and Contact the Police

Ensure everyone is safe, then call 911 to report the accident. Ensure a police report is issued as this report will include necessary contact and insurance information for the other vehicle.

### 2. Complete the DA2041 Form (Accident Report)

This form must be completed for any accident involving a university vehicle or personal vehicle used for university business.

- A blank DA2041 form should be in the glove compartment of all state-owned vehicles.
- University drivers using personal vehicles for official business should also carry a blank form.
- If needed, download the form from the EHS website or request assistance from the EHS Office or your Departmental Safety Coordinator (DSC).
- Once completed, scan and email the form to the EHS Office [ [safety@louisiana.edu](mailto:safety@louisiana.edu) ] within 48 hours to forward to the Office of Risk Management (ORM).

### 3. Notify the Environmental, Health & Safety (EHS) Office

Contact the EHS Office at 482-1840 as soon as possible after the incident.

### 4. Document the Scene

Take photos of the vehicle damage and the accident scene to include with your report.

### 5. Report Injuries Using the DA2000 Form (Injury Report)

Do **not** use the DA2000 to report the vehicle accident itself.

- Report injuries for yourself or another university employee resulting from the accident.
- Submit electronically to ensure both Human Resources and the EHS Office receive a copy.
- HR will use the form to initiate a workers' compensation claim, if applicable.
- For help with the DA2000, contact your DSC.



#### Access Reporting Forms Online

Scan the QR code to visit the EHS Resource Center and download:

- DA2041 - Motor Vehicle Accident Report Form
- DA2000 - Employee Incident/Injury Report Form