

Southern University Vehicle Accident Reporting Procedures

Accident Reporting Guidelines:

A vehicular accident is defined as any incident involving a university-authorized driver in which the vehicle comes in contact with another vehicle, person, object, or animal, resulting in injury, death, or property damage, regardless of fault or location.

Reporting Requirements:

- All accidents must be reported on the same day to the driver's immediate supervisor and to the institution's designated safety manager (Southern University Office of Risk Management).
- The driver must complete the Accident Report – Louisiana State Driver Safety Program Form (DA 2041) within 48 hours.
- If the driver is unable to complete the form, the supervisor must complete it on their behalf to the best of their ability.
- A Uniform Motor Vehicle Traffic Accident Report (police report) must be included if available, but submission of the DA 2041 should not be delayed while waiting on the police report.

Accidents in Personal or Rental Vehicles:

- When accidents occur in personal or rental vehicles during university business, the same procedures apply. Be sure to indicate the type of vehicle (personal, rental, or university-owned) on the DA 2041 form.

Workers' Compensation Involvement:

- If the accident involves a workers' compensation claim, the incident must be reported to the university's third-party administrator. The DA 2000 form is not required for vehicle accidents.

Failure to Report:

- Failure to report any vehicular accident may result in the suspension of driver authorization.

Supervisor Responsibilities:

- The authorized driver's supervisor must review the submitted report for completeness within two working days of the incident.
- Supervisors and/or the safety manager must determine if any corrective action is required (e.g., temporary suspension of driving privileges, special training, or physical evaluation).

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