Accident Instructions- as located in your Glove-Box Kit

Accidents
1) Call 911 or your local emergency number: If there are injuries request an ambulance.
2) Make sure all accident paperwork has been completed, and that you have obtained a copy of the report from the investigating Police Officer(s).
3) Notify the Amherst College Police Department as soon as possible to report your accident (413)542-2291.
4) Complete the enclosed accident reports for our insurance carrier and deliver or send them to the Amherst College Police Department.

Vehicle Disabled
- If the vehicle has either become disabled, or was damaged and is considered unsafe to drive:
  1) Call the Amherst College Police at (413) 542-2291 and request to speak to the Supervisor.
  2) Faculty or staff can make arrangements to have the vehicle towed to the nearest garage, or get instructions from the Amherst College Police Department.
  3) Students should call Amherst College Police Department, who will assist in both the vehicle relocation and housing accommodations as necessary.

All Accidents
1) Stop and safely secure the vehicle. For emergencies call “911”.
2) Have the passengers exit the vehicle and away from the traffic, preferably on the other side of the guardrails, exiting from the side away from traffic if possible.
3) Notify Amherst College Police Department at 413-542-2291.
   - All accidents, no matter how minor, must be reported as indicated above. Copies of these forms are available online or from Amherst College Police Department.
1) DO NOT discuss the accident with anyone other than the Police and/or College officials, except to obtain driver, vehicle, insurance carrier and witness information.
   - Acknowledge only facts to the other driver.
   - Do not admit to any fault for the accident.
   - Be courteous and avoid confrontational language, including words like “fault” and “blame”.
   - BE SURE to give Amherst College Police Department your written reports (and complete a College Incident Report) when you return to campus.

For Questions Contact:
- Amherst College Police Department, 413-542-2291
- Sue Doyle, Arthur J. Gallagher & Co. 630-285-4010
- Janitza Matta, Five College Insurance and Claims Specialist, 413-538-2731