



Procedure Number: **OPS - 055**
Procedure: **Vehicle Accident Reporting**
References: [MCA](#) 61-7-101 through 61-7-116,
Approved By: Kenneth A. Willett, Director for Office of Public Safety

PROCEDURE

Section 61-7-101 of the Montana Codes Annotated is cited as the "Uniform Accident Reporting Act: and it prescribes the reporting requirements for vehicular accident within the State of Montana. The campus application for this act applies to all faculty, staff, students and visitors.

The Office of Public Safety serves as the focal point for all-vehicular accident reporting. State accident report forms and law enforcement assistance will be provided by the Office of Public Safety. Insurance regulations make it beneficial for a driver/owner to report any and all involvement in vehicle mishaps.

IMPLEMENTATION

All vehicle accidents occurring on university property must be reported to the Office of Public Safety at 243-6131. In turn, the Office of Public Safety will assist parties concerned in completing the required accident reports.

A person involved in a vehicle accident resulting in loss, an injury, death or apparent property damage must notify the responsible law enforcement agency, in this case the Office of Public Safety.

- For accidents involving \$500.00 or less in property damage and no apparent injury, the officer will provide the involved parties with traffic assistance and necessary wrecker service. A complaint report must be completed and filed at the Office of Public Safety.
- For accidents involving \$500.00 to \$1000.00 in property damage, injury or death, a complaint report must be completed and filed at the Office of Public Safety.
- For accidents, which involve \$1000.00 or more in property damage, injury or death, the drivers and the Office of Public Safety will complete a written report. The report must be submitted to the Highway Patrol Division within 10 days of the accident.
- All accidents involving a State vehicle must be reported to the Office of Public Safety, and a state incident report must be completed by the operator of the vehicle. If damage is \$250.00 or more, the investigating officer should also complete a Highway Patrol State Report. This reporting is required to provide a written record for insurance purposes.

The driver involved in an accident has numerous responsibilities, a few of which are listed below:

- The drivers must stay at the scene of the accident and if at all possible, leave the vehicles in the position of impact. The only reason for vehicle movement would be to protect human life.
- The drivers are required by law to give their name, address, and vehicle registration to other involved parties. This includes exhibiting the operator's license.
- The drivers are required by law to render to any injured person reasonable assistance, including the transporting or the making of arrangements for transporting, the person to a physician, surgeon or hospital for medical or surgical treatment if it is apparent that such treatment is necessary or if such assistance is requested by the injured person.
- The driver of any vehicle, which collides, with an unattended vehicle shall immediately stop, locate the car owner, and give his/her name and address to the operator/owner of the unattended vehicle, or leave a written notice giving his/her name and address and a statement of the circumstances thereof. All such unattended accidents must be reported to the Office of Public Safety.

Accident reports are confidential. All required accident reports and supplemental reports shall be without prejudice to the individual reporting and shall be for the confidential use of the Office of Public Safety. The reports are used for accident prevention purposes, or for administering State laws relating to security deposits and proof of financial responsibility by persons driving or owning motor vehicles. However, the Office of Public Safety may disclose the identity of a person involved in an accident when such identity is not otherwise known or when the person leaves the scene of an accident.

All accident reports and supplemental information shall be confidential and not open to general public inspection, nor shall copying of lists of such reports be permitted; however, the accident reports and supplemental information filed by the Office of Public Safety may be examined by any person named in such report or reports or by any driver, passenger, or pedestrian involved in the accident or by his representative designated in writing, or if such person shall be deceased, by his executor or administrator or by the attorney representing such executor or administrator.

No accident report shall be used as evidence in any civil or criminal trial arising out of an accident, except that the Office of Public Safety shall furnish, upon demand of any person who has or claims to have made such a report or upon the demand of any court, a certificate showing that a specified accident report had or has not been made to the office solely to prove a compliance or a failure to comply with the requirement that such a report be made to the division.