



**THE UNIVERSITY OF TENNESSEE  
DRIVER'S REPORT OF VEHICLE ACCIDENT**

UT VEHICLE NO. \_\_\_\_\_  
State of TN Auto Accident Call  
Center Claim # \_\_\_\_\_

**INSTRUCTIONS:** Report every accident, damage or theft immediately after occurrence. Forward report immediately to: Your Campus Transportation Services and Office of Risk Management, *5723 Middlebrook Pike, Ste. 218* or fax it to: (865)974-0936 as soon as possible.

<b>BASIC INFORMATION</b>					
<b>Must be completed for all incidents.</b>					
Driver Name:	Date of Birth:	Driver's License #:	Issued State:	Expiration:	
<b>Home Address:</b>	Street:	City:	State:	Zip Code:	
Department:	Supervisor Name:		Phone Number:		
Campus Address:					
<b>UT Vehicle:</b>	License Plate #:	Vehicle Type:	Year:	Make:	Model:
Parts of UT Vehicle Damaged:					

<b>ACCIDENT</b>	Date of Accident:	Time:	AM/PM	Place of Accident:	
	Street:		City:	State:	
	Investigated By (Agency: i.e., UTPD, Local PD, County PD, State PD)			Accident Report # (If Available):	

<b>DAMAGE TO OTHER</b>	Kind and Extent of Property Damage:					
	<b>Vehicle:</b>	Make:	Model:	Year:		
	Driver of Damaged Vehicle:	Date of Birth:	Driver's License #:	Issued State:	Expiration:	
	<b>Home Address:</b>	Street:	City:	State:	Zip Code:	
	Owner of Damaged Vehicle (If Different From Driver):	Supervisor:		Phone:		
	<b>Home Address:</b>	Street:	City:	State:	Zip Code:	
	<b>Vehicle Insured:</b> Yes    No	Insurance Policy #:	Agent:	Phone:		
	<b>Address of Agent:</b>	Street:	City:	State:	Zip Code:	
Where can property be seen?:						

**Description of how accident happened:** \_\_\_\_\_

<b>Witnesses</b>	Name:	Home Address:
	Name:	Home Address:

**FOLLOWING TO BE FILLED OUT BY SUPERVISOR**

The purpose of UT vehicle was: \_\_\_\_\_  
 Departmental Account: \_\_\_\_\_ Employee: \_\_\_\_\_ Personnel #: \_\_\_\_\_ is an employee of  
 the University of Tennessee and was authorized by \_\_\_\_\_ to operate the above vehicle.

Were there any special instructions or restrictions?    Yes    No

If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Additional Documentation Attached?    Yes    No