

1. Call the police.
2. Do not talk to anyone, except the police, about how the accident happened.
3. Make no statements about payments of damages. The other party will be contacted by the Office of Risk Management in Baton Rouge.
4. Admit no liability (fault).
5. Sign nothing (except police report, if asked).
6. Obtain the names, addresses, and daytime telephone numbers of all witnesses.
7. Obtain the address and telephone number of the police department completing the accident report.
8. Call your supervisor and the ULM Safety Office and notify them of the accident.
9. Complete the  form located in the glove box of each state vehicle. If you are in your  vehicle, obtain an accident report from <https://www.ulm.edu/safety/da2041.pdf>. The report must be emailed to [safety@ulm.edu](mailto:safety@ulm.edu) within  of the accident.

Give the completed report to your immediate supervisor as soon as possible after the accident.

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Individuals shall operate those vehicles  
for which they are licensed.