

Accidents

- Stay at the scene in a safe place to gather information.
- Contact JHU Parking IMMEDIATELY 410-516-7275
- Contact JHU Security if near campus 410-516-4600
- Contact the police (911) if:
 - There are injuries
 - Any vehicle involved is severely damaged
 - You feel unsafe
 - You strike an unoccupied vehicle
- Exchange information (see "Information to gather following a loss" below).
- Do not admit fault.
- Information to gather following a loss:
 - PHOTOS
 - Damage (vehicles and/or property)
 - Accident scene (road conditions/skid marks/debris in roadway/vehicle positions)
 - Accident scene location identifiers (intersection/address/exit number)
 - Identification (clear photos of insurance cards, license plates, etc.)
 - Email all photos to vans@jhu.edu
 - DOCUMENT
 - Names, phone numbers, addresses and e-mail addresses of all occupants, including the number of occupants in the other car(s)
 - Names, phone numbers, addresses and e-mail addresses of all potential witnesses
 - Location (intersection/address/exit number)
 - Company name, policy number and phone number for other insurance companies
 - If emergency services respond: police department, police report number, phone number, officer name, badge number, ambulance company, fire department
- You must notify Hop Van staff immediately of any accident. Email vans@jhu.edu

Johns Hopkins University – Hop Vans

Collision Report Form

I. Preliminary Collision Information

Collision Date: _____ Collision Time: _____

Location: (include street, intersection, city, state):

Police notified? Y N If yes, report number: _____ Officer: _____

Traffic citation issued? Y N If yes, attach copy to this report Ambulance dispatched? Y N

Weather condition (circle): Dry Wet Snow Ice Fog Other: _____

II. Hop Van Driver and Vehicle Information

Driver's name: _____ Telephone: _____

Hop Van #: _____ Make/model/year: _____ VIN: _____

Vehicle drivable? Y N If no, who towed it? _____

Did airbags deploy? Y N Any injuries? Y N Any fatalities? Y N

Describe vehicle damage: _____

III. Other Driver and Vehicle Information

Driver's name: _____ Telephone: _____

Driver's license #: _____ State: _____

Address: _____

Vehicle make/model/year: _____ Color: _____

VIN: _____ Plate #: _____ State: _____

Is driver owner? Y N If no, owner's name: _____

Owner's address: _____ Owner's phone #: _____

Vehicle drivable? Y N If no, who towed it? _____

Did airbags deploy? Y N Any injuries? Y N Any fatalities? Y N

Describe vehicle damage: _____

PLEASE PRINT CLEARLY

IV. List any Injuries Reported at the Time of Collision

Name	Full Address	Telephone	Injury

V. Passenger Lists

Hop Van:

Name	Full Address	Telephone	Injury

Other vehicle:

Name	Full Address	Telephone	Injury

VI. Witness List

Name	Full Address	Telephone	Injury

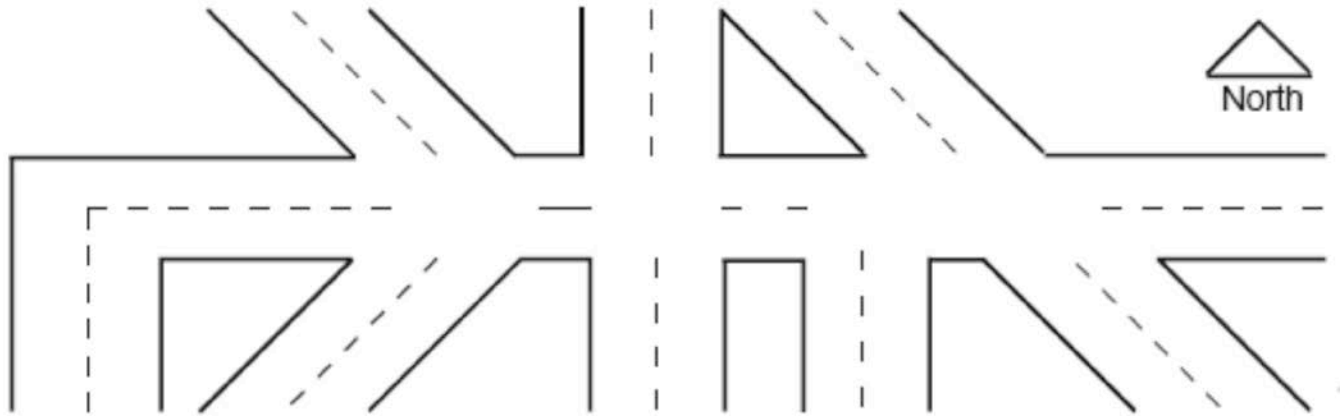
VII. Other Notes – Please list any other property damage that happened as a result of the collision (***please take pictures***), towing information, or other notes.

VIII. Hop Van Driver's Statement (*the driver is required to submit a signed statement*)

Driver's Signature: _____ Print name: _____ Date: _____

IX. Diagram

Please draw a picture of the intersection and approximate location and direction of travel of all vehicles involved just before the collision.



X. Other Information

Please attach any other relevant documentation and submit a copy to vans@jhu.edu and bring original to Parking Office at Homewood Campus ASAP.

REMEMBER

1. Do not admit fault or guilt
2. Do not criticize Hop Van equipment or rules
3. Never say you will contact the other party regarding damages or injuries. This is not your responsibility
4. Do not give out your phone number. You can give out the Parking Office phone number, which is 410-516-7275
5. As soon as possible, send a quick email with summary and photos to vans@jhu.edu

Important Phone Numbers (contact 911 immediately in case of accident involving injuries or severe damage)

JHU Security – 410-516-4600

JHU Parking Office – 410-516-7275

Hop Van Manager Office – 443-997-8156

Baltimore City PD non-emergency – 443-263-2220 option 2

Baltimore County PD non-emergency – 410-887-2222

Maryland State Police non-emergency – 410-780-2700