

**KENT STATE UNIVERSITY**  
**FLEET SERVICES - RISK MANAGEMENT**  
Equipment, Vehicle & Vessel Accident / Incident Report  
6/4/2012

Complete report and Submit to: Fleet Services, 1781 Summit St. Kent, Ohio 44242 and Risk Management  
310 Harbour Hall, Kent, OH 44242

Fleet Services: (330) 672-0818  
Fax: (330) 672-5313

Risk Management: (330) 672-1949  
Fax: (330) 672-3662

**KSU DRIVER AND EQUIPMENT, VEHICLE OR VESSEL INFORMATION**

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

Name \_\_\_\_\_ KSU Department \_\_\_\_\_

Home Address/City/State/Zip \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Licensing State: \_\_\_\_\_

**Vehicle Information:**

Year \_\_\_\_\_ Make \_\_\_\_\_ License Number \_\_\_\_\_ Serial No: \_\_\_\_\_

Enterprise Rental       Fleet Rental       Damage Found - Unknown Cause

**OTHER EQUIPMENT, VEHICLE OR VESSEL INFORMATION**

Driver Name \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address / City / State / Zip \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Licensing State: \_\_\_\_\_

Insurance Company/Phone \_\_\_\_\_

Owner Name (if other than driver) \_\_\_\_\_

Address of Vehicle Owner \_\_\_\_\_

**Vehicle Information:**

Year \_\_\_\_\_ Make \_\_\_\_\_ License Number \_\_\_\_\_ Serial No: \_\_\_\_\_

**ACCIDENT / INCIDENT INFORMATION**

**Weather:**

\_\_\_\_\_ Clear      \_\_\_\_\_ Raining      \_\_\_\_\_ Snowing      \_\_\_\_\_ Fog  
\_\_\_\_\_ Sleetng      \_\_\_\_\_ Dust/Smoke      \_\_\_\_\_ High Wind      \_\_\_\_\_ Other \_\_\_\_\_

**Pavement:**

\_\_\_\_\_ Asphalt      \_\_\_\_\_ Concrete      \_\_\_\_\_ Gravel/Dirt      \_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_ Steel      \_\_\_\_\_ Wood      \_\_\_\_\_ BrickStone

**Conditions:**

\_\_\_\_\_ Dry      \_\_\_\_\_ Wet      \_\_\_\_\_ Slippery      \_\_\_\_\_ Pot Holes  
\_\_\_\_\_ Other

Seat Belt:       Used       Not Used

Air Bag Deployed:       Yes       No

Was a citation issued:       Yes       No      To Whom: \_\_\_\_\_

**POLICE OFFICER ASSISTING**

Name \_\_\_\_\_ Badge No. \_\_\_\_\_ Police Report Made: \_\_\_\_ Yes \_\_\_\_ No

City \_\_\_\_\_ Citation issued: \_\_\_\_\_

Report Number: \_\_\_\_\_

