

**If you are involved in an automobile accident while on University-related business, you must do the following:**

- Complete the Louisiana State Driver Safety Program ACCIDENT REPORT (Form DA 2041). You can obtain it from the **Safety Office: Cardinal Newman, Room 131, or you can call us at 2157 and give us your fax number and we will fax the form to you.**
- Obtain a letter signed by your supervisor stating you were on University business at the time of the accident. This can also be done via email from your supervisor.
- Provide a **copy** of the following:
  1. Your drivers license
  2. The accident report from the police department in the city where you had the accident (if out-of-town/state, this usually takes longer than 5 days)
  3. If you were in your vehicle, obtain three (3) estimates for repairs.
  4. If you were in your vehicle, provide a copy of your proof of insurance.
  5. If you were in a rental vehicle, provide a copy of your contract with the rental company.

**ALL ACCIDENTS MUST BE REPORTED TO THE SAFETY OFFICE WITHIN 24 HOURS OF THE ACCIDENT.**

**ALL OF THE ABOVE INFORMATION MUST BE SUBMITTED TO THE SAFETY OFFICE WITHIN FIVE (5) DAYS AFTER REPORTING THE ACCIDENT TO US.**

**PLEASE NOTE:** THE SAFE DRIVER PROGRAM RULES & GUIDELINES STATE:

*“Any person having an accident while driving for the state will be put on “No Driving” status. The “No Driving” status will remain until they retake the Safe Driver Program.”*

If you have any questions, please call me at (985) 549-2157. Thank you.

Camille Moniotte, Director  
Safety and Hazardous Materials Mangement