**In the event of an accident please follow the steps below:**

1. **Stay on the Scene -**whether the accident involves a pedestrian, a moving car, a parked car or someone's property.
2. **Call the Police-** Call 911 as soon as possible. If you hit a parked car, or other object like a traffic device, you must inform the owner. Leave a note with your name, address, license plate number and insurance information and report the accident to local police.
3. **Contact Campus Safety-** 914-395-2209/914-395-2222. All accidents MUST be reported to the Director of Campus Operations jmelendez@sarahlawrence.edu.
4. **Exchange information-**License, insurance, registration, contact information. Provide the College’s insurance/registration located in van pouch. Provide Campus Operations’ phone number-**914-395-2385**. If possible, take photos at scene.
5. **Liability:** Automobile accidents can be caused by a variety of factors, including driver [negligence](https://injury.findlaw.com/accident-injury-law/negligence/), defective vehicle components, poorly maintained roads, or badly installed parts. It's also important not to volunteer any information about who was to blame for the accident.

Anything you say to the police or the other driver can be used against you later. Generally, you should not agree to pay for damages or sign any documents except a traffic ticket. Most important tip: *always* cooperate with the police officer investigating the case.

1. **Suspension**: All driving privileges are suspended until the accident is reviewed by the Director of Campus Operations.