

Travel Policy for Undergraduate Medical Student Placements (Phases 1-3)

Appendix A Involvement in an Accident with a Rental Vehicle

Procedure

- If a student is involved in a Motor Vehicle Accident while on university business, they will need to complete an Automobile Accident Report form and return it to Enterprise Risk Management office.
 - Enterprise Risk Management will not review the form until the next business day, please do not be alarmed if they do not respond to your report immediately.
- The student should notify their immediate supervisor and their clinical/community placement travel administrator that an accident has occurred. The immediate supervisor will need to fill out an Accident/Incident Report form and forward it to the Environmental Health and Safety, immediately following notification of the accident/incident.
- The student may be contacted by a member from the Enterprise Risk Management on the following business day to review the form or clarify any questions