

# Vehicles Usage Policy

Rev 8/29/2023

Before digging into the details below, be sure to:

- BOOKMARK the “KCPA Vehicles” webpage: <http://kcparesprod.weebly.com/kcpavehicles.html>
- ADD Bill Kephart’s work phone to your contacts: 217-300-3943 ([kephrt@illinois.edu](mailto:kephrt@illinois.edu))

## **3 IMPORTANT THINGS TO REMEMBER**

- 1. When gas level reaches 1/4 tank, YOU must refuel the vehicle BEFORE returning it.**
- 2. The vehicles are NOT owned by Krannert; we lease them. Bill Kephart relies on YOU to IMMEDIATELY notify him of ANY issues, warning lights, or damage, so he can contact leaser for resolution.**
- 3. Vehicle questions/issues/running late? CALL Bill Kephart.**

## **POLICY SECTIONS & ATTACHMENTS**

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## COMMUNICATIONS [\[Return to menu\]](#)

As approved drivers (or pending approval) you will receive vehicle-related emails requesting information and notifying you of policy updates. Except in some rare cases, the subject line will start with “KCPA VEHICLES:”

Read and/or respond to all these emails.

## DRIVER APPROVAL & RENEWAL [\[Return to menu\]](#)

**Per insurance policy, you must be 21 or older with a valid U.S. driver's license to be approved to drive KCPA Vehicles.**

For insurance reasons, all drivers MUST have an up-to-date Driver Approval Form on file PRIOR to driving.

People who do not have a current form on file CANNOT drive the vehicle, even if they have a valid license.

You cannot apply for driver approval until you have successfully completed online Vehicle Orientation via Canvas.

Once a Driver Approval Form is approved it is valid through the day before your license expires.

You will find a current list of approved drivers posted on the KCPA Vehicles page.

Bill Kephart tracks expiration dates and will notify you when you need to complete a new form.

***If your license is revoked, suspended, invalid, or in any other way you are deemed ineligible to legally drive, you MUST notify Bill IMMEDIATELY! No explanation is needed.*** If you conceal the fact that you are not legally eligible to drive, expenses related to accidents or incidents will not be covered by our insurance or the university, and you may be personally liable. See the second page of the Driver Approval Form for details.

### To Request a Driver Approval Form:

1. Complete all the modules and quizzes in the “Required For Use of KCPA Vehicles” located in Canvas.
2. Email Bill Kephart ([kephrt@illinois.edu](mailto:kephrt@illinois.edu)) and notify him your training is complete, and you want a Driver Approval Form.
3. Bill will confirm your training and email you a Driver Approval Form via Adobe Sign.
4. The Driver Approval Form and submission process is managed through Adobe Sign. Instructions for logging in to Adobe Sign and completing/signing the form are found on the KCPA Vehicles page.

NOTE: Drivers currently in the database whose license on file is expiring or expired will automatically be emailed a form via this same process.

## DISINFECTION REQUIREMENTS [\[Return to menu\]](#)

***Health warnings may arise at any time. Note any signage within the vehicle and any policies posted on the KCPA Vehicles page to determine whether vehicle sanitation is currently required.***

If no disinfection policies are featured on the KCPA Vehicles page, there are no disinfection requirements.

For your personal health concerns, each vehicle contains a little red bucket labeled “Sanitizing Supplies.”

If ANY of these supplies are running low, email Bill Kephart before you forget.

This bucket should NEVER be used as a waste container.

## VEHICLE RESERVATIONS & RETURN TIMES

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**IMPORTANT: NEVER take the vehicle keys without confirming your reservation is VISIBLE on one of the vehicle reservation calendars. Using the vehicles without a confirmed reservation will result in the suspension of your Driver Approval.**

### KCPA VEHICLES

Krannert has 2 vehicles available for use:

- **Suburban (SUV):** our widest and longest, but less storage height.
- **Van:** smaller, but seats fold down for floor to ceiling storage.
- In a pinch, the Events Dept has a van that could also be used, but it is managed separately and does not have an online calendar. Contact Andrew Almeter ([aalmeter@illinois.edu](mailto:aalmeter@illinois.edu)) to arrange its use. Do not use the Vehicle Reservation Form.

### VEHICLE AVAILABILITY

Vehicle availability is shown on the 2 calendars at the bottom of the KCPA Vehicles page. Each Vehicle has a separate calendar. Reservations can only be entered by Bill Kephart or Department Schedulers (more below). BEFORE requesting a reservation, you MUST check availability on those calendars. If you desperately need a time slot reserved by someone else, it's up to you to work that out with them, then contact a scheduler to edit the reservation.

**REMEMBER: You are NOT allowed to take a vehicle until your reservation is VISIBLE on one of those calendars.**

### RESERVATIONS

Vehicle reservations can be made in 3 ways:

1. Via your Department Scheduler.
2. Via an in-person visit to Bill Kephart in the KStore.
3. Via the *Vehicle Reservation Form* found on the KCPA Vehicles webpage.

**Reservations via Department Schedulers:** SOME departments have dedicated schedulers. As you are in direct contact with these people, it is often best to start with them. Currently these departments/schedulers are:

- Props: Kira Lyon, Binky Donley
- Costuming: E.B. McTigue
- Costume Rentals: Richard Gregg
- Stage Management: Maria Miguens
- Building Ops: Jared Painter, Joe Butsch
- Engagement: Sam Smith

**Reservations via KStore/Bill Kephart:** If you do not have a department scheduler or they are not available – or other department schedulers are unavailable - you can stop by the KStore and Bill will enter your reservation directly. Bill is typically available from 9a to 4:30p.

**Reservations via the *Vehicle Reservation Form*:** If the above are not convenient, you can submit a reservation via the [Vehicle Reservation Form](#) found on the KCPA Vehicles webpage. You must download this form in order to fill it in. Instructions for submission and processing are on the form. Once Bill Kephart , but basically you download and complete it then email it to Bill Kephart. As soon as he sees it, he will log your reservation. This is NOT as immediate as other methods.

### RETURN TIMES

**You MUST return the vehicle by the end of your scheduled time!** Others may have reserved it while you were out driving. ALWAYS pad your requested reservation time to avoid issues.

**RUNNING LATE? Contact your scheduler or CALL Bill Kephart immediately to adjust the reservation.**

### SCHEDULING AFTERHOURS/WEEKENDS/"EMERGENCIES"

**Vehicle Reservation Forms will NOT be processed after-hours or weekends. If you cannot find a scheduler to enter your reservation, you are NOT permitted to use the KCPA Vehicles.**

## VEHICLE KEY LOCATION [\[Return to menu\]](#)

Keys for each vehicle are in separate plastic containers stored in a single self-service location, referred to as the “Vehicle Key Lockbox.” At the time of your reservation you can pick up the keys from the unmarked vehicle lockbox. The location of the box and combination for the lock are available from your supervisor. The lockbox location is accessible anytime Krannert is open, so the vehicle keys should always be returned to that location – NEVER keep in your office.

In the rare event you anticipate returning AFTER Krannert is closed, you MUST let Bill Kephart know, and he will work out a plan.

## KEYBOX LABEL & CONTENTS [\[Return to menu\]](#)

Each keybox container has a label which notes:

- Parking lot location
- Fuel type for refueling
- Keybox contents
- Location of Damage/Accident instructions.

Labels for each are below (examples may vary from current):

<b>SUBURBAN</b>	
<b>UIUC Vehicle #: 34843-17</b>	<b>FUEL: If on Campus, E85 ONLY!</b>
<b>CONTENTS</b> <ul style="list-style-type: none"><li>■ Keys (vehicle &amp; fuel key)</li><li>■ Refueling &amp; Gas Card Instructions</li><li>■ Gas Card &amp; PIN for out-of-town use</li><li>■ UPON REQUEST: Parking voucher</li></ul>	<b>PARKING LOCATION:</b>  <b>Lot D-1</b>  <b>Space # 69</b>
<b>Accident/Damage instructions are located in glove box.</b>	

<b>VAN</b>	
<b>UIUC Vehicle #: 34804-16</b>	<b>FUEL: Unleaded (NOT E85)</b>
<b>CONTENTS</b> <ul style="list-style-type: none"><li>■ Keys (vehicle &amp; fuel key)</li><li>■ Refueling &amp; Gas Card Instructions</li><li>■ Gas Card &amp; PIN for out-of-town use</li><li>■ UPON REQUEST: Parking voucher</li></ul>	<b>PARKING LOCATION:</b>  <b>KCPA Yellow Level Lot</b>  <b>D-5</b>  <b>Space # 2 ("KCPA CAR")</b>
<b>Accident/Damage instruction are located in glove box.</b>	

Pay close attention to the following keybox information:

1. **Fuel type. Don't put the wrong stuff in the tank.**
2. **Assigned parking space. You MUST return it to the EXACT space noted.**

The laminated sheet with the refueling instructions, referred to here as the “Keybox Instructions” also has useful info/reminders on the back page. [Click here to review a copy.](#)

## REFUELING VEHICLE [\[Return to menu\]](#)

**If the fuel level is at a 1/4 tank, you are required to refuel the vehicle BEFORE returning it.**

While it would be super-nice if you refuel at any point below 1/2 tank, you are only required to refuel at 1/4 tank. You MUST refuel the vehicle BEFORE ANY out-of-town trip. Gas is “free” at the UIUC Car Pool pumps, so never buy it locally unless Car Pool pumps are closed. More below.

The “Keybox Instructions” (linked in the Keybox Contents section above) explain the refueling process. The refueling location is the UIUC Car Pool, located near the Assembly Hall parking lot. The little orange “key” attached to the vehicle keys is used to access the pumps.

The back page of that sheet contains refueling instructions for OUT-OF-TOWN trips – like driving to Chicago. You should always refuel BEFORE you leave town, even if it means filling up the tank the day before you leave. In the event you need to refuel on the road, you will use the WEX Card enclosed in a plastic sheath attached to the vehicle keys. The PIN is noted on the instructions. Don't cut it close – make sure you'll have plenty of fuel for either direction.

You should NOT use the WEX Card at local gas stations UNLESS it is an emergency, but planning your refueling to/from your destination should not put you in that situation.

## GLOVEBOX CONTENTS [\[Return to menu\]](#)

The vehicle glovebox contains 3 envelopes with instructions for critical situations:

- **Insurance Card**
- **IN CASE OF BREAKDOWN**
- **IN CASE OF ACCIDENT or DAMAGE**

**Insurance Card:** Contains the vehicle insurance card in the event you are pulled over. A second copy is included in the *In Case of Accident or Damage* envelope. See [Insurance Card & Tickets](#) section for more details.

**IN CASE OF BREAKDOWN:** Contains 2 separate sets of instructions for breakdowns depending on your proximity to the university. See [In Case of Breakdown](#) section for more details.

**IN CASE OF ACCIDENT or DAMAGE:** Contain multiple documents and instructions to assist you with managing an accident or damage - from the event to its resolution. See [In Case of Accident or Damage](#) section for more details.

## TRIPS OVER 100 MILES = PRE-APPROVAL & “RESCUE BUDDY” [\[Return to menu\]](#)

ALL trips over 100 miles from KCPA REQUIRE the following:

1. For grad students, PRE-APPROVAL from BOTH your supervisor AND Terri Ciofalo.
2. Designated “Rescue Buddy” to drive you back to KCPA if accident/breakdown disables vehicle.
3. Ability to personally pay for towing, transportation, etc. if accident/breakdown requires it. You will be reimbursed if you save your receipts. P-Cards cannot be used for these expenses.

**Rescue Buddy:** If you have a breakdown/accident WITHIN 100 miles of Krannert, Reynolds Towing will bring you and your vehicle back to the C-U area. BUT, if you have a breakdown/accident OVER 100 miles from KCPA, and the vehicle is not drivable, Reynold’s Towing will NOT pick up you or your vehicle. By designating a “Rescue Buddy” you are prepared for this situation. Your Rescue Buddy can be a local person willing to drive over 100 miles to get you, or it can be someone located near your destination (like a relative in Chicago). As long as that person can be available to get you somewhere safe (like a home in Chicago), then you can arrange transportation back to C-U the next day by any means you prefer. And of course, you should let your Rescue Buddy know they are “on call” when you make the trip...

**Ability to pay for towing, transportation, etc:** If an accident occurs after carpool hours (Mon-Fri 6:30am to 9:00pm / Sat & Sun 6:00am to 1:00pm) and you cannot reach anyone at the university to cover the costs, or your Rescue Buddy is unable to drive you back to C-U, you may be the one paying a tow truck driver or transportation company out of your own pocket. SAVE YOUR RECEIPTS for later reimbursement. If you have a T-Card you can use that to pay these expenses, but you CANNOT use your P-Card for those expenses, hence, you’ll need to pay out-of-pocket.

More on Rescue Buddies, breakdowns, and accident/damage in sections below.

## IN CASE OF BREAKDOWN [\[Return to menu\]](#)

See envelope in glovebox labeled “IN CASE OF BREAKDOWN:”

**IN CASE OF BREAKDOWN**  
**Refer to enclosed instructions:**

- **Within 100 miles of KCPA**
- **Over 100 miles from KCPA**

[Click here to review a copy of the Breakdown instructions.](#)

Because instructions vary depending on the location and time of the breakdown, the instructions are presented as 2 separate documents enclosed in the Breakdown envelope.

## IN CASE OF ACCIDENT OR DAMAGE [\[Return to menu\]](#)

See envelope in glovebox labeled "IN CASE OF ACCIDENT or DAMAGE:"

### IN CASE OF ACCIDENT or DAMAGE

#### CONTENTS:

- Accident Checklist
- "Accidents Over 100 Miles From KCPA"
- Insurance Card
- Internal "Accident Report"

Accident/Damage Checklist: [\[HERE\]](#) This checklist should be used for ANY accident/damage. But for minor damage, you'll skip the first few steps. While it needs some work, and is subject to change, it should lead your through most decisions. The list was designed with a basic checklist in the left column and additional details for each step in the right. You'll likely be freaked-out, so – unless you're confused – don't worry about the details in the right column, just try to follow the checklist on the left.

"Accidents Over 100 Miles from KCPA": [\[HERE\]](#) This is a separate document included with the Accident/Damage Checklist. It provides ADDITIONAL instructions in the event you have an accident over 100 miles from KCPA. Basically, it tells you what to expect and who to call depending on whether the vehicle is drivable and whether or not Car Pool is open. If you have adhered to the "Trips Over 100 Miles = Preparation Required!" section above, you'll be prepared for the unpleasant experience 😊

Reportable Incidents: If you are confused by the concept of what constitutes accident or damage, remember this concept: ***"A reportable incident is anything involving physical damage to the University of Illinois vehicle or the POTENTIAL for someone to claim damage (including YOU, other drivers, pedestrians, property owners). Nothing is too small to report as we've had people tell our driver "don't worry about it." Next thing we know there is a claim for damages and hospitalization."***

To be clear, in this context, a **"reportable incident" refers to whether an incident must be reported for INSURANCE reasons. It is considered reportable when the incident could result in a claim that needs to be paid by our insurance company for any damage to a person or property.** ALL reportable incidents will require you to notify UIUC Car Pool (per the Accident Checklist), BUT NOT ALL reportable incidents require a 911 call/police involvement. The checklist should lead you through that decision.

Also note, not all damage is necessarily anyone's fault. If your windshield gets chipped by a rock while driving (which has happened), it's not anyone's fault -BUT- the vehicle was damaged, so you need to report it. A chip can expand into a crack, a scrape can lead to rust – all vehicle damage must be reported. Just use the checklist.

You are insured through the university, so as long as you report accidents/damage and complete the required paperwork on time, you will not be required to pay for any repairs.

## INSURANCE CARD & TICKETS [\[Return to menu\]](#)

See envelope in glovebox labeled "INSURANCE CARD."

If you are pulled over, the vehicle *Insurance Card* is in a labeled envelope in the glove compartment. There is an additional copy in the Accident/Damage envelope. If you get a ticket while on university business, Krannert cannot help you with that. It's your ticket.

In the event you get a ticket or a warning for an equipment violation (e.g. signal light not working), if the police allow, drive directly to Car Pool and leave the vehicle to be repaired. Notify Bill Kephart immediately. You should not be held responsible for violations like that, but it was yet to happen, so talk to me, and I'll look into resolving the legal aspects.

## **SOMEBODY'S IN MY VEHICLE SPACE!** [\[Return to menu\]](#)

If you return to find some "jabroni" has parked in the designated parking space:

1. Park the vehicle on the RIGHT side of the loading dock (as you look down the dock ramp) - NOT the left side. The left side is actively used for deliveries, so it should not be blocked.
  2. Drop off the keys as usual, BUT leave a NOTE in/on the key box as to the temporary location.
  3. Tell someone in Building Ops know about the vehicle, then contact Bill, so he can move it as soon as possible.
- Don't worry, it won't be towed.

## **USING PARKING METERS** [\[Return to menu\]](#)

We are working on a payment system for campus and C-U parking meters, but unless you have been notified otherwise, it is not available at this time. Contact Bill Kephart for the latest details, but currently we have no way to cover parking expenses.

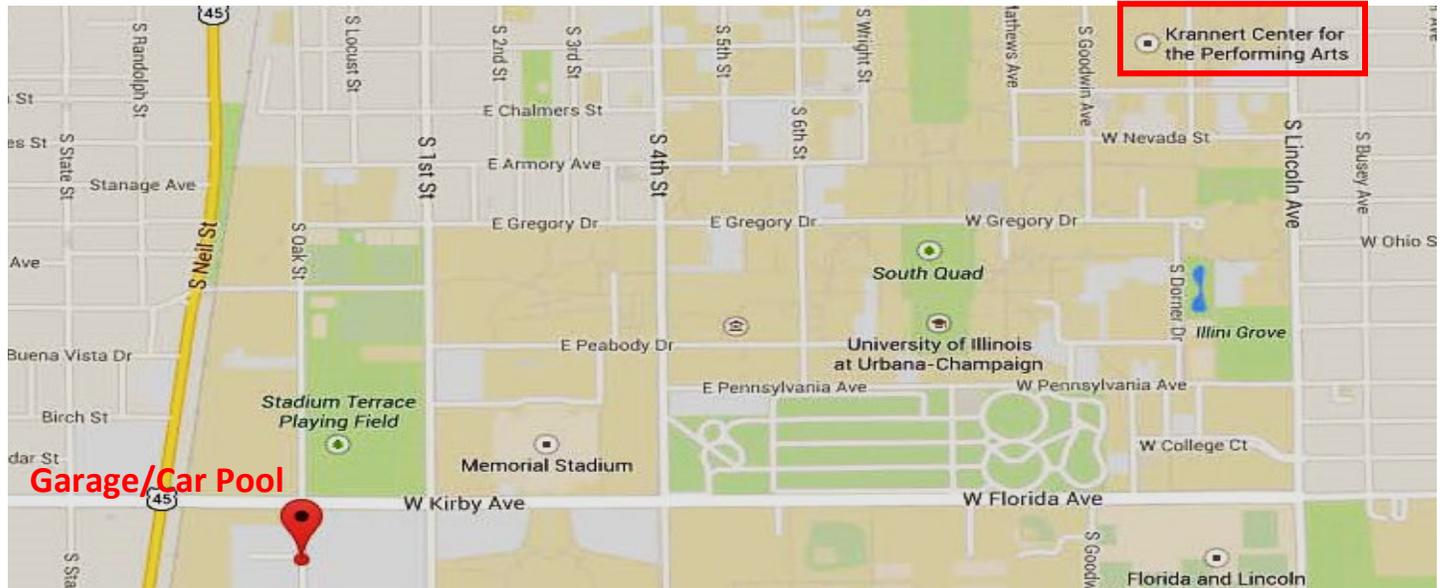
**END OF "VEHICLE USAGE POLICY"**

## How to Fill Up the Vehicle

**\*\*\*WHEN GAS AT 1/4 TANK, YOU MUST REFILL BEFORE RETURNING\*\*\***

### Gas pump location:

Garage/Car Pool  
1701 South Oak Street  
Champaign, IL 61820



### STEPS:

1. The KEYBOX LABEL notes which type of gas the vehicle uses, and the gas tank is on DRIVER'S SIDE, so pull into pumps accordingly.
2. BEFORE you exit the vehicle, record/remember the mileage on the odometer – you will be required to enter that prior to pumping.
3. Exit the vehicle and look for the small control box located on the East side of the booth in the middle of the gas pumps.
4. On the vehicle key ring, locate the square orange plastic "key." Lift the flap on the box and insert that into the control box. The box will display instructions for the following steps (sometimes the control box can be a bit wonky; just cancel/restart the steps below if you have any issues):
  1. Keep the key in place while you enter the mileage from the vehicle's odometer.
  2. Remove the key, then enter the number of the pump you'll be using (pumps are numbered; data entry requires 2 digits, so add a "0" before the single digit pump number, e.g. Pump 8 is "08"). Press Enter.
  3. You are now done using the control box. You will NOT get any kind of receipt.
  5. Remove the nozzle and flip the handle on the side of pump to activate it.
  6. Open the vehicle gas tank by pushing on the metal cover – it will pop open.
  7. Gas the vehicle, replace the pump, and you are done. There is no need to record anything.

# Buying Gas Out-Of-Town

**\*\*\*Do NOT use P-Card or T-Card for gas purchases.\*\*\***

1. Use WEX Credit Card attached to keys.
2. BEFORE you exit the vehicle, note the mileage, as you will be prompted to enter it either before or after entering the PIN.
3. Driver/Pin # is same for all cards/vehicles: **1216**
4. You do NOT need to save receipts if you refuel using the WEX Credit Card.
5. DO save your receipts for reimbursement if you are forced to use your own credit card.

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## **Trips OVER 100 Miles from Krannert, REQUIRE:**

1. Pre-Approval from supervisor AND Terri Ciofalo.
2. Designated "Rescue Buddy" to drive you back to KCPA if accident/breakdown disables vehicle.
3. Acknowledgement that you may need to pay for towing, transportation, etc. if accident/breakdown requires it. You will be reimbursed if you save your receipts. P-Cards cannot be used for these expenses. T-Cards can be used.

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**ACCIDENT/DAMAGE:** See Envelope in glove box.

**BREAKDOWNS:** See Envelope in glove box.

**INSURANCE CARD:** Envelope in glove box.

## BREAKDOWNS

**\*\*\*WITHIN 100 Miles of KCPA\*\*\***

# ALWAYS call the Car Pool Garage: 217-333-3912

Car Pool: 1701 South Oak Street, Champaign, IL 61820

Hours: Mon-Fri 6:30am to 9:00pm / Sat & Sun 6:00am to 1:00pm

If **DURING** Car Pool hours (above):

1. Call 911 if vehicle is in an unsafe location.
2. Call Car Pool.

If the breakdown is in town or **WITHIN** 100 miles, Car Pool will send Reynolds Towing to pick up the vehicle **AND YOU. EXPECT TO WAIT.** The vehicle will be towed to Car Pool, and hopefully they can drop you off at Krannert, otherwise you'll need to arrange to be picked up from Car Pool. In any case, at some point, notify Bill Kephart of the breakdown via email or call 217-300-3943.

If **AFTER** Car Pool hours (above):

1. Call 911 if vehicle is in an unsafe location.
2. Call Pool (university police should answer call after-hours).
3. Call someone to pick you up.

After hours, your call should be answered by the University Police and they will route it to an after-hours Car Pool contact. **EXPECT TO WAIT** for a response. In any case, Reynolds Towing will manage the tow **and you should be able to ride with them to Car Pool for pickup** - or have someone pick you up at the scene. **EXPECT TO WAIT.**

**If the police are requiring the car be towed, and Car Pool has not called you back, contact Reynolds Towing at 217-337-0913.** Explain that you have a Car Pool vehicle but Car Pool has not yet officially requested the tow. I'm assuming you can charge the tow to UIUC Car Pool, but if not, you may be required to pay for the tow. If you have a T-Card, that can be used to pay the expense, but you **CANNOT** use your P-Card for towing expenses, so **SAVE ANY RECEIPTS** for later reimbursement. At some point, notify Bill Kephart of the breakdown via email or call 217-300-3943 during workday hours.

Reynolds Towing  
1417 W Kenyon Rd, Urbana, IL 61801  
(217) 337-0913

## BREAKDOWNS

**\*\*\*OVER 100 Miles from KCPA\*\*\*****ALWAYS call the Car Pool Garage: 217-333-3912**

Car Pool: 1701 South Oak Street, Champaign, IL 61820

Hours: Mon-Fri 6:30am to 9:00pm / Sat &amp; Sun 6:00am to 1:00pm

*Trips over 100 miles from KCPA require a designated "Rescue Buddy."*If **DURING** Car Pool hours (above):

1. Call 911 if vehicle is in an unsafe location.
2. Call Car Pool.
3. Call your Rescue Buddy.

Car Pool will arrange towing by a nearby company. Your **Rescue Buddy** can help you get home. If the area is unsafe, and the police or towing company allow, you may want to ride with the police or tow truck to a safer location and meet your contact there. At some point, notify Bill Kephart of the breakdown via email or call 217-300-3943 during workday hours.

If **AFTER** Car Pool hours (above):

1. Call 911 if vehicle is in an unsafe location.
2. Call Pool (university police should answer call after-hours).
3. Call your Rescue Buddy.

After hours, your call should be answered by the University Police and they will route it to an after-hours Car Pool contact. EXPECT TO WAIT for a response. Car Pool will arrange towing by a nearby company. EXPECT TO WAIT for the tow. Your Rescue Buddy can help you get home. If the area is unsafe, and the police or towing company allow, you may want to ride with the police or tow truck to a safer location and meet your contact there. At some point, notify Bill Kephart of the breakdown via email or call 217-300-3943 during workday hours.

If the police are requiring the car be towed, and Car Pool has not called you back, rely on the Police to suggest a towing company. While I am assuming that Car Pool would pay for anything THEY arrange, it may be that YOU will end up paying for a tow that YOU arrange. If you have a T-Card, that can be used to pay the expense, but you CANNOT use your P-Card for towing expenses, so SAVE ANY RECEIPTS for later reimbursement.

[\[Return to "In Case of Breakdown" section\]](#) [\[Return to menu\]](#)

## IN CASE OF ACCIDENT/DAMAGE

**REPORTABLE INCIDENTS:** A reportable incident is anything involving physical damage to the University of Illinois vehicle or the POTENTIAL for someone to claim damage (including YOU, other drivers, pedestrians, property owners). Nothing is too small to report as we've had people tell our driver "don't worry about it." Next thing we know there is a claim for damages and hospitalization.

### ***IMPORTANT:***

***This incident is on YOUR driving record, so you YOU are responsible for the steps and deadlines on the attached checklist.***

***If you do not report the accident correctly the State of Illinois may refuse to defend you in a lawsuit or to pay a judgment on your behalf.***

# ACCIDENT/DAMAGE CHECKLIST

**NOTE: If accident occurs over 100 miles from KCPA, adhere to checklist below, but ALSO READ "Accidents over 100 miles from KCPA."**

**INSTRUCTIONS: Follow, IN ORDER, each of the Basic Steps in checklist below. The Additional Details section may be helpful. This list does not need to be submitted, it is strictly for your benefit.**

Basic Steps	Additional Details
<p><b>SKIP TO STEP 3 IF:</b></p> <p><b>1. Accident involved only you (no other drivers or pedestrians), AND</b></p> <p><b>2. You are not claiming to be hurt, AND</b></p> <p><b>3. There was no property damage other than the vehicle (e.g. you scraped/dented vehicle on a concrete barrier in a parking lot).</b></p>	
<p><b>1</b> <input type="checkbox"/></p> <p><b>Call 911 - REGARDLESS of any injuries.</b> <b>DO NOT CLAIM FAULT.</b></p>	<p>Contact authorities. Explain the accident and let 911 determine what, IF ANY, vehicles to send. Police may not respond to a non-emergency accident on private property even if it involves another driver, but <b>for insurance reasons you must at least call them.</b> Also for insurance reasons, <b>DO NOT CLAIM FAULT</b> - leave that up to the police and/or insurance company.</p> <p>There are some cases when the accident does not involve others or damage to private property - e.g. backing into a concrete barrier in a parking lot and breaking a taillight. In that case, skip to Step 3 and Car Pool can tell you how to proceed.</p>
<p><b>2</b> <input type="checkbox"/></p> <p><b>Get your camera ready and either by photo or writing, record following info:</b></p> <p>___ <b>Driver Name</b> ___ <b>Driver Phone #</b></p> <p><b>From Insurance Card (photo if possible):</b></p> <p>___ <b>Insurance Company</b> ___ <b>Policy #</b> ___ <b>Vehicle Make/Model</b></p> <p><b>From Vehicle (photo if possible):</b></p> <p>___ <b>Plate #</b></p> <p><b>If other driver(s) tries to leave scene get photo of plate and/or car - if possible.</b></p>	<p><b><i>Our KCPA insurance card should be enclosed with this checklist and/or located in a separate envelop in the glove box.</i></b></p> <p>Get insurance info as soon as possible. This is best done with a camera if other driver(s) allow.</p> <p>If driver not cooperative, find a safe time to photograph driver plate/vehicle.</p> <p>Use space on back of this sheet to record info if necessary.</p>

<p>3 <input type="checkbox"/></p>	<p><b>Call UIUC Car Pool 333-3910. Explain the accident/damage, and they will direct you on what to do with the vehicle.</b></p>	<p>The vehicles belong to Car Pool, so you are notifying the owner of the accident. They will advise what to do, but if vehicle is drivable (per police, if present), you will be expected to drive it immediately to Car Pool (more on this in Step 7). If a tow truck is necessary, Car Pool will arrange that.</p> <p>Car Pool Hours:          Mon - Fri 6:30am to 9:00pm          Sat &amp; Sun 6:00am to 1:00pm</p> <p><i>If you are too upset to drive, get the assistance of ANY KCPA Approved Driver to help you. More in Step 4.</i></p> <p>If the accident occurs afterhours, a response from Carpool may take some time. Skip to Step 4 while you await a response.</p>
<p>4 <input type="checkbox"/></p>	<p><b>CALL Supervisor or Bill Kephart at 217-300-3943.</b></p>	<p>AFTER all of the above have been managed, let someone at Krannert know about the accident. <i>If you are too upset to proceed with additional steps, or need support on scene, make that clear, and we will find someone to join you.</i></p> <p>Otherwise, your supervisor (or Bill) will meet you at Car Pool once you drop off the vehicle (per Step 7). Bill Kephart is available M-F, 8a-4:30p, and can relay the message to relevant parties (Note: Bill CANNOT receive texts on his work phone). If afterhours:1. Contact your supervisor by any means possible.2. At some point please email Bill Kephart (kephrt@illinois.edu), so he is aware of the accident when he returns to work.</p>
<p>5 <input type="checkbox"/></p>	<p><b>RETAIN any paperwork issued by police for possible submission to the university.</b></p>	<p>If you get a ticket or a report of some type, bring the copies to Car Pool (Step 7).</p>
<p>6 <input type="checkbox"/></p>	<p><b>IF POSSIBLE, take additional photos of vehicle/property damage of your vehicle and others.</b></p>	<p>It is useful to have pics of ALL damaged vehicles and property while on scene. If this is not possible, please take pics while at Car Pool (below).</p>

- |    |  |   |
|----|--|---|
| 7  | <p><input type="checkbox"/> <b>Drive - or tow (AND accompany) - vehicle directly to Car Pool (DO NOT drive back to KCPA):</b></p> <p><b>UIUC Garage/Car Pool<br/>1701 South Oak Street<br/>Champaign, IL 61820</b></p>   | <p>In most cases, Car Pool will direct you to drive (if drivable) OR accompany (if towed) the vehicle to Car Pool. <b><i>If you are too upset to drive, wait until an KCPA approved driver is present.</i></b> If the vehicle needs to be towed, you should be able to ride with the tow truck driver. Unless otherwise directed, you personally should go directly to Car Pool. DO NOT take the vehicle back to Krannert.</p> <p>At Carpool, you will need to complete some required paperwork and take some pics if you haven't already. A supervisor should be present to assist and to return you to Krannert.</p> <p>If afterhours, you may be required to return the following workday to complete paperwork.</p> |
| 8  | <p><input type="checkbox"/> <b>AT CAR POOL:</b></p> <p><b>Complete an "Illinois Motorist Report" and submit to Car Pool. Keep personal copy.</b></p> <p><b>***TIME SENSITIVE***</b></p>  | <p>For most accidents this report is required by state law. As the Car Pool owns the vehicle, you should complete this form at their facility. Car Pool will direct you on what to do with any additional documents (tickets, reports, etc.) you may have been issued by police. <b><i>If the facility is closed (afterhours, weekends), you must return the next MORNING it opens!</i></b> If possible, get a copy of the form to submit to KCPA.</p> <p>This form is TIME SENSITIVE, as Car Pool must submit this on your behalf within 24 hrs. of the accident (barring weekends).</p>   |
| 9  | <p><input type="checkbox"/> <b>AT CAR POOL:</b></p> <p><b>Complete the ENCLOSED "Accident Report" and bring back to KCPA - do NOT leave at Car Pool.</b></p> <p><b>***TIME SENSITIVE***</b></p>  | <p>This is a claims form that must be submitted by KCPA. While Car Pool does NOT need this form, completing it requires much of the information found on the "Illinois Motorist Report" so it's easier to fill it out at the same time.</p> <p>This form is TIME SENSITIVE, as KCPA must submit this form to Claims Management within 24 hrs. of the accident (barring weekends).</p>   |
| 10 | <p><input type="checkbox"/> <b>AT KCPA, submit following docs to Bill Kephart:</b></p> <ol style="list-style-type: none"> <li><b>1. Copy of "Illinois Motorist Report" (if available)</b></li> <li><b>2. "Accident Report"</b></li> <li><b>3. Photos of accident</b></li> </ol> <p><b>***TIME SENSITIVE***</b></p> | <p>Bill will send these docs to Claims Management and other appropriate parties. Car Pool must submit their paperwork within 24 hrs. Claims Management must complete theirs within 3 days. Your completing the paperwork immediately ensures the university meets state deadlines.</p> <p style="text-align: center;"><b>END OF CHECKLIST</b></p>   |

## \*\*\*Accidents Over 100 Miles from KCPA\*\*\*

### Follow Accident Checklist as best you can.

*NOTE: If the accident occurred after-hours or on a weekend, see separate section below.*

After Step 6, it gets tricky...

In the best case scenario, Car Pool will be open, the vehicle will be legally drivable, and you'll have time to return to Car Pool and complete the paperwork that day, or at least drop it off there and return the following MORNING to complete the paperwork.

If it is NOT DRIVABLE, Car Pool will arrange towing to a local garage, but you will need to find a ride back to the area. **Call your "Rescue Buddy" as soon as possible** as you'll be needing a ride. If the area is unsafe, and the police or towing company allow, you may want to ride with the police or tow truck to a safer location and meet your contact there.

**You MUST return to Car Pool within 24 hrs. of the accident to complete the paperwork** (excluding weekends), so if you end up staying overnight with family/friends, the expectation is, regardless of the vehicle location, you will return the following workday during Car Pool hours to complete your reports.

### IF AFTER HOURS...

Car Pool Attendant Hours: Mon-Fri 6:30am to 9:00pm / Sat & Sun 6:00am to 1:00pm

**Follow Accident Checklist as best you can.** The worst part of this scenario is that you may wait a long time for Car Pool to call you back with directions on how to proceed. After hours, your call will be answered by the University Police and they will route it to an after-hours Car Pool contact.

If the vehicle IS DRIVABLE, and Car Pool has not called you back, begin your drive back to Car Pool, and have someone meet you there.

If the vehicle is NOT DRIVABLE, it will need to be towed to a local garage. Wait as long as you can – per the direction of the police – for Car Pool to arrange that. **In the meantime, call your "Rescue Buddy" to join you.** If the area is unsafe, and the police or towing company allow, you may want to ride with the police or tow truck to a safer location and meet your contact there. If the police are requiring the car be towed, and Car Pool has not called you back, rely on the Police to suggest a towing company. While I am assuming that Car Pool would pay for anything THEY arrange, it may be that YOU will end up paying for a tow that YOU arrange, so **SAVE ANY RECEIPTS** for later reimbursement. If you have a T-Card, that can be used to pay the expense, but you CANNOT use your P-Card for towing expenses.

As stated above, **you MUST return to Car Pool within 24 hrs. of the accident to complete the paperwork** (excluding weekends), so if you end up staying overnight with family/friends, the expectation is, regardless of the vehicle location, you will return the following workday during Car Pool hours to complete your reports.