

**MTSU Motor Pool Auto Accident Reporting Instructions:**

1. **Do not leave the scene of the accident.**
2. **Call emergency services (911) or police non-emergency services as needed.**
3. **Document damage from accident including pictures if possible.**
4. **Report the accident to your supervisor immediately and notify Motor Pool Services as soon as possible. *(615) 898-2415***
5. **Return police report information, damage documentation, and any other applicable information to Motor Pool Services.**

***\*Note: If accident also involves a non-university vehicle, you must follow all the State of Tennessee Auto Accident Reporting Instructions including immediately calling the Accident Reporting Call Center at (855) 253-0629.***