



**SOUTHEASTERN
LOUISIANA UNIVERSITY**

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 **Environmental Health & Safety Office: (985) 549-2157.**
- 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 ENVIRONMENTAL HEALTH & SAFETY OFFICE WITHIN 24 HOURS OF THE ACCIDENT.

ALL OF THE ABOVE INFORMATION MUST BE SUBMITTED TO THE ENVIRONMENTAL HEALTH & 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 the Environmental Health & Safety Office at (985) 549-2157.