

## Vehicle Damage Report Form

*Operating a Divine Word College vehicle is a privilege. Drivers should take extra care when operating a vehicle due to safety and expense concerns. Unfortunately, damage to vehicles can happen. Prompt reporting is essential to ensure vehicle safety. Damaged vehicles should not be operated due to safety concerns.*

*If you become aware of damage to a DWC vehicle, please fill out the form below.*

Name of driver (person who became aware of the damage): \_\_\_\_\_

License Plate Number: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Make and Model of vehicle: \_\_\_\_\_

Write a brief description of the damage. If you know how the damage occurred please explain:

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Date you became aware of the damage: \_\_\_\_\_

Location of damage on the vehicle: \_\_\_\_\_

Were there any other witnesses to the damage? \_\_\_\_\_

Was a police report made? Choose one:      Yes                      No

If yes, please provide a copy of the police report with this form.

Include Photos (if possible) Front View, Rear View, Side View (Left), Side View (Right), Close-up of damage.

Send this form and photos to the Fleet Manager (Randy Accola) at: [raccola@dwci.edu](mailto:raccola@dwci.edu) or place a hard copy in Box 185

**IMPORTANT: Failure to report damage in a timely manner may result in suspension of DWC vehicle use privileges.**

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Signature of driver

Date: \_\_\_\_\_