

CFL FLEET VEHICLES - WHAT TO DO WHEN...

FLAT TIRE or TOWING:

- **Trout Lake Station (TLS):** If you are at TLS or in the area on your way there, call Gretchen Gerrish (607-351-7205) or Noah Lottig (218-310-7460) to get assistance.
- **Hasler Lab (AND if going to but not close to TLS or at TLS and Gretchen or Noah are not available):**

Call Holman (previously ARI) @ 1-800-227-2273

- Roadside assistance PRESS 1
- Client #: 5V76
- Veh # of Hasler Lab vehicle you are using:
 - 131811
 - 131812
 - 162230
- YR Make Model Hasler Lab vehicles:
 - 1811: 2013 Chevrolet 2500 Suburban
 - 1812: 2013 Chevrolet 2500 Suburban
 - 2230: 2016 Dodge Grand Caravan
- VIN#: Available on each vehicle front lower left windshield

ACCIDENT (large or small):

It is the **driver's responsibility** to report automobile incidents or accidents within **24 hours to:**

- If injuries are involved, call 911
- The local law enforcement agency
- If you are in the TLS area and immediate attention is NOT required, call the police non-emergency line:
 - Vilas County Dispatch: 715-479-4441
 - Minocqua Police Department: 715-356-3234
- Hasler Lab: [Aaron Nolan](#)
- Trout Lake Station: [Amber Mrnak](#)
- Your supervisor(s)
- UW-Madison Risk Management within 24 hours or, in the case of injury, as soon as possible by phone at (608) 262-8926. Leave message if no answer
- [UW Fleet](#) (if fleet vehicle involved)
- Rental Vehicle company listed on the rental agreement
- Personal automobile insurance carrier (if driving personal vehicle)

In addition to **reporting instructions above**, please refer to [Report an Automobile Incident or Accident](#) for more details/links/forms as part of accident reporting required within 24 hours:

- If injuries are involved, who to notify in addition to calling 911 first
- Instructions for completing and submitting a Vehicle Incident Report
 - Work with Aaron Nolan (Hasler Lab) or Amber Mrnak (TLS) and your supervisor
- Forms
 - Website provides link to online forms

- Printed forms available in VEHICLE INCIDENT KIT (**in glove compartment AND in this document**)
- Accident/Incident Report Form
- Occupant and Witness Worksheet
- Certificate of Coverage
- Contact information:
 - [Risk Management](#)
 - 21 North Park St, Suite 5301, Madison, WI 53715
 - 608-262-8926
 - autoclaims@bussvc.wisc.edu
- Towing needed?
 - Follow instructions for "Flat Tire OR Towing" above
 - If the police or someone else has contacted a tow truck, get information (if able) and include in Accident/Incident report.
 - UW will pick up process to make payment directly to tow company