



國立中興大學

NATIONAL CHUNG HSING UNIVERSITY

學生交通事故處理流程

接獲通知

(當事人、第三方、警察、醫院)

查詢學生身分 (學務系統)

確認學生系級、電話、戶籍地、監護人身分、導師等資料

前往 事故現場/醫院急診室

(攜帶學生相關資訊、校安專線轉接至值勤手機)

有無傷亡

僅財損、無人員受傷

有人受傷或死亡

報警備案、通知家屬、
標繪現場並拍照、
移置車輛 避免影響交通

報警備案、救護車送醫、通知家屬、
標繪現場並拍照、車輛前後放置警
告標識 (警方鑑定前不可移動現場)

安撫學生情緒

陪同完成事故現場備案
告知相關和解賠償流程、
及 保險申請權益等資訊

前往醫院

慰問傷者、安撫情緒、了解傷勢及檢傷進度
確認家屬是否到院、有無室友可陪同照護

返回執勤辦公室

完成 教育部校安通報、校內特殊事件通報
如有學生死亡，應立即向上回報。
事件資訊 登載工作日誌紀錄備查。

值班交接 並連繫關懷學生
傷勢復原、和解賠償過程
適時提供協助指引

校內特殊事件通報表紙本
傳遞 系主任/導師/系輔導教官知悉

加強交通安全教育

學生學制、事件時間、樣態、路段等資
訊，納入本年度交通事故案件統計分析
據以建議改善危險路段號誌或標線設施



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Student Traffic Accident Handling Process

Received notification

(Party involved, third party, police, hospital)

Query student information (Student Affairs System)

Confirm student's academic year, phone number, registered address, guardian's identity, advisor, etc.

Proceed to the accident scene/emergency of hospital

Carry student-related information, transfer school safety hotline to duty mobile phone.

Are there any injuries or fatalities?

The damage was purely financial with no casualties.

Report to the police, notify family members, mark the scene and take photos, and relocate vehicles to avoid traffic disruption.

Provide emotional support to the students

accompany them through the process of filing a report at the accident scene, inform them about the relevant settlement and compensation procedures, and provide information regarding insurance claims and entitlements.

There were injuries or fatalities.

Report to the police, arrange for an ambulance for medical treatment, notify family members, mark the scene and take photos, and place warning signs around the vehicles (do not move the scene before police assessment).

Go to the hospital

comfort the injured, provide emotional support, understand the extent of injuries and progress of medical examination, verify if family members are present at the hospital, and check if there are roommates who can accompany in caregiving.

Return to the duty office.

Complete the Ministry of Education's campus safety notification and internal special events notification. If any student has died, report immediately to higher authorities. Record event details in the daily log for future reference.

Hand over duty and coordinate with caring for students

Assist in their recovery from injuries, guide them through the compensation settlement process, and provide timely assistance and guidance as needed.

Special incident report form (paper-based)

Deliver to the department head/advisor/department counselor for awareness.

Enhance traffic safety education.

Include information such as student enrollment, incident time, patterns, road sections, etc., in this year's traffic accident case statistical analysis. Use this data to propose improvements to traffic signals or road markings in hazardous areas.