

UNT Automobile Liability Insurance Claims Procedures

If you are involved in **ANY** incident involving a University-owned or rented vehicle, it is best to contact police so there is an official accident report. A report must be filed with the University Risk Management Department. The enclosed *Vehicle Incident Report* must be completed for both minor incidents, as well as accidents and provided to Risk Management within one business day of when the accident occurred.

Information about the University's automobile insurance is found on the Texas Liability Insurance Card, located in the glove compartment of state vehicles.

After taking any emergency actions that are necessary, please follow the procedures listed below if you are involved in an automobile incident:

1. Immediately contact the following people to provide the details of your incident:

Becky Wright or Keesha Trim, Risk Management Office -- 940-565-2109
Parker Terrill, Facilities Motor Pool -- 940-369-7359

Please be prepared to provide the following details:

Date and time of incident
Location of incident
UNT Driver name and department
UNT vehicle information
Other Driver name, telephone #, Driver License #
Other driver insurance carrier name, policy #, and telephone #
Very specific details of the damages to all vehicles involved

2. **Complete the *Vehicle Incident Report* form.** This information is necessary to properly and quickly process the insurance claim to protect the University's rights, as well as the other drivers'. Within **one business day**, deliver the **original** completed *Vehicle Incident Report* to the Risk Management Office, 217 N. Texas Boulevard.
3. Refer all outside inquiries to Becky Wright or Keesha Trim in the University Risk Management Office (940) 565-2109. If you are contacted after the accident by anyone other than the University personnel or a representative from the University's Insurance Carrier, please contact Becky or Keesha immediately.