

UNT Vehicle Liability Insurance Claim Procedure

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.

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 necessary, please follow the procedures listed below if you are involved in a vehicle accident:

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

Becky Wright or Doug Welch, Risk Management Office -- 940-565-2109
Parker Terrill, Facilities Automotive Services Office -- 940-369-7359

Please be prepared to provide the following details:

Date and time of accident
Location of accident
UNT Vehicle #, Department, UNT Driver's Name
Other Driver name, address, telephone #, Driver License #
Other driver's insurance carrier name, policy #, and telephone #
Very specific details of the damages to all vehicles involved

2. **Complete the attached *Vehicle Accident Report*. This needs to be done thoroughly with specific details.** The information is necessary to properly and quickly process the insurance claim to protect the University's and other driver's rights. **Within 24 hours**, deliver the **original** completed *Vehicle Incident Report* to the Risk Management Office, 217 N. Texas Boulevard.
3. Refer ALL inquiries about the accident to Becky Wright or Doug Welch in the University Risk Management Office (940) 565-2109. If you are contacted after the accident by anyone other than University personnel or a representative from the University's Insurance Carrier, please contact Becky or Doug immediately.

Please feel free to contact the Risk Management Office, ext. 2109 with any concerns or questions related to the accident.

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