Information
Auto Claims

Effective
1995

Number
Risk 1.00A

Applicability
This procedure applies to the University Community (administrators, faculty, staff, students, and volunteers).

Administrative Authority
Vice President for Risk, Audit, and Compliance

Responsible Unit
Enterprise Risk and Insurance
215 Central Avenue, Suite 205, Louisville, KY 40208
Phone: 502-852-6926
Email: rskmgt@louisville.edu

History
Revision Date(s): June 15, 2016; May 10, 2021; February 20, 2023

Reviewed Date(s): June 15, 2016; August 24, 2020

Categories

Reason for Procedure:
This procedure was developed to aid the University community in the event of an auto accident while driving a University vehicle or a rented or leased vehicle.

Statement:

This information should be placed in the glove compartment of all University-owned vehicles.
What to do when an auto claim occurs:

- Obtain a police report from the University of Louisville Police Department or if not on a UofL campus, the appropriate police agency.
- Report the accident through the Enterprise Risk and Insurance website via the Auto Accident Report form. For questions, contact Enterprise Risk at 502-852-4654 or rskmgmt@louisville.edu.
- Stay Calm. Do not argue with other individuals involved in the accident. Take a picture of the accident scene and damages to all vehicles and property involved.
- If not on a UofL campus and someone is injured, call an ambulance. If on a UofL campus and someone is injured, relay that information to the University of Louisville Police (502-852-6111).
- Assist those injured but do not administer first aid unless you are qualified.
- Do not discuss what happened with anyone except the police.
- Do not admit responsibility for the accident, or sign a statement of any kind.
- Do not disclose insurance policy limits or coverage to anyone.

Auto Deductible

- $500 (per claim/accident).
    - The deductible is the responsibility of the department filing the auto claim.

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Related Information:

Automobile Insurance
15 Passenger Van Driving Guidelines
Vehicle Use Policy
Vehicle Rental
Auto Accident Report Form

Responsibilities:

Departments with University vehicles and departmental employees renting vehicles for University business.