

## **Information**

Auto Claims

## **Effective**

1995

## **Number**

Risk 1 00A

## **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](mailto:rskmgt@louisville.edu)

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## **History**

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

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

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## **Categories**

## **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](#)

## **Reasoning:**

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.

## **Responsibilities:**

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