

REPORTING AND FILING A VEHICLE ACCIDENT CLAIM

Purpose: To guide the appropriate response after a vehicle accident.

Scope: Any Rec Sports staff member involved in a vehicle accident while driving a state vehicle.

Procedure:

- I. IMMEDIATELY FOLLOWING THE ACCIDENT
 - a. Ensure the safety of any passengers. If life threatening injuries are present, dial 911.
 - b. If the accident is a minor, non-life threatening, "fender bender", then call the local authorities for an official police report.
 - c. Take pictures of the damage and obtain the name and contact information of the other driver. The insurance card in the state vehicle will list all of the necessary information to obtain before leaving the scene.
 - d. Within 48 hours, the accident must be reported to DOAS (877-656-7475). A claim number should be provided when this report is made. Please record that number for future reference. Speak with your associate director if you need assistance.
- II. THE WEEK FOLLOWING THE ACCIDENT
 - a. Contact the two departments listed below to explain what happened and what next steps should be taken.
 - i. Insurance & Claims Management in the Division of Finance & Administration.
 - ii. UGA Automotive Center in the Facilities Management Division.
 - b. Based on the recommendation from the Automotive Center, obtain a repair estimate. You may have to transport the vehicle to the repair location. Please see your associate director for assistance.
 - c. Send the accident report, repair estimate, and photos to Insurance & Claims Management.
 - d. If there are any inquiries from the other party's insurance company, please forward those requests to the office of Insurance & Claims Management.