

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> Automobile Accident Claims Procedures involving a Vermont Tech Owned or Leased Vehicle	<i>Number:</i> T 602 A	<i>Page(s):</i> 2
	<i>Date:</i> May 15, 2017	

STATEMENT OF POLICY

Notify Local Police

If on campus, notify Public Safety at ext. 71292. Public Safety must have a Vermont Tech or local police report verifying that an accident occurred, as soon as possible.

Notify your Supervisor

The driver of the Vermont Tech vehicle should submit a written statement to Public Safety detailing the accident, parties involved and estimates of cost to repair the Vermont Tech vehicle.

If vehicle is a leased/rented vehicle, notify the rental company immediately. Failure to do so will void the terms of your rental contract, including any insurance coverage provided under the contract. This may in turn jeopardize Vermont Tech insurance contract, making the department responsible for the entire loss.

In all claims situations, do not admit fault, or liability. Do not sign a statement advising you are responsible for the damages. Obtain the facts of the situation and submit them to the Vermont Tech Security.

If available use the disposable camera, located in the glove compartment to record any damage to Vermont Tech and other vehicle(s), including pictures of the accident site. Turn in the camera to Public Safety along with your written report of the accident.

Injuries

Call Public Safety at ext. 71292 to report any incidents involving injury to affiliates non-affiliates as soon as possible.

If an employee is injured during the course of the normal work routine, he or she must complete an Employer's First Report of Injury and return it to Payroll and Benefits office within 72 hours; this is a legal requirement.

If you have any questions, call Public Safety at 728-1292.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) August 2005
 - b) May 2017

Signed By:  Patricia Moulton President
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