Vermont Technical College

Manual of Policy and Procedure

Automobile Accident Claims Procedures involving a Vermont Tech-Owned or Leased Vehicle

August 2005

602A

Notify Local Police
If on campus, notify Public Safety at ext. 1292. 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.

All Injuries
Call Public Safety at ext. 1292 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.