

## Instructions when UO has been involved in a vehicle incident

BAO Risk Management must be notified within 24 business hours of the incident.

Locate the ACCIDENT / INCIDENT REPORT PACKET in the vehicle.

### **FOR ALL VEHICLE INCIDENTS WHEN A 3<sup>RD</sup> PARTY IS INVOLVED THIS PACKET MUST BE COMPLETED**

Vehicle packet: (some vehicles have very old packets and do need updated):

#### **At the scene of the Incident:**

Complete and exchange "UO Driver" and "Non-UO Driver" cards.

Distribute "Witness" cards, when possible. Remember to put your name, department, and telephone number on top of card.

Check "Non-UO Driver" card for complete information.

Gather information on "Accident Summary" card.

Contact UO Public Safety for disposition of vehicle.

**MAKE NO STATEMENT TO ANYONE EXCEPT A LAW ENFORCEMENT OFFICER, YOUR SUPERVISOR, OR A "STATE" CLAIMS ADJUSTER.**

**DO NOT ARGUE OR ADMIT RESPONSIBILITY. OPEN ENVELOPE FOR FURTHER INSTRUCTIONS.**

**Remember:** Employees are not authorized to talk to any insurance companies. Refer all inquiries to Business Affairs Office (BAO), Risk Management.

All claims are filed through BAO Risk Management. Employees and departments are not authorized to file or pay 3<sup>rd</sup> party claims themselves.

After an incident has occurred, employees are required to forward all 3<sup>rd</sup> party correspondence to BAO risk management.

### **WHEN DAMAGE HAS OCCURRED AND A 3<sup>RD</sup> PARTY IS INVOLVED**

Departments are required to forward

- 1) Photo(s) of the damage
- 2) TWO estimates (Departments can choose which estimate they want to fix the vehicle. Please advise BAO risk management which estimate the department choose).
- 3) Completed incident report packet, this also includes the Supervisors Vehicle Incident Report (SVIR).

When damage is under the \$2500 deductible, BAO risk management will contact the third party and/or their insurance company. *(If over the deductible, our self insurance adjusters will contact them).*

Departments will need to pay for the invoice up front.

BAO risk management will seek full reimbursement after repairs have been completed and the department forwards the invoice to BAO risk management.

Once BAO risk management has received payment in full the BAO will reimburse the department with a journal voucher. (The BAO will be asking departments for an index code and account code to complete this transaction).

BAO risk management will email the department notifying the journal voucher number, date paid, and amount.

Please forward all paper work and correspondence to BAO Risk Management:

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1585 E 13th St  
Eugene, OR 97403  
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