

2607 AUTOMOBILE CLAIM HANDLING REQUIREMENTS FOR UNIVERSITY OWNED, LEASED, OR RENTED VEHICLES

Subject: Risk Management & Insurance
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PURPOSE

To provide a framework for the handling of loss or damage involving University owned, leased or rented vehicles.

POLICY

1. The Office of Risk Management & Insurance is responsible for adjusting claims and reimbursing departments for loss of, or damage to, University owned, leased or rented vehicles and for seeking compensation from responsible third parties where appropriate.
2. All insurance claims must be filed with the Office of Risk Management & Insurance. The driver should secure photographs of the accident scene including damage and position of all the vehicles involved, if possible.
3. Reimbursement for loss or damage will be handled as follows:
 - A. University owned or leased vehicles:
 1. The affected department is responsible for obtaining two written detailed estimates of repair for submission to the Office of Risk Management & Insurance. The Office of Risk Management & Insurance may at its discretion, make an independent evaluation of the damage.
 2. Reimbursement will be based upon the lower estimate of repair, subject to a departmental deductible of \$1,000.00 per occurrence. If the driver has not completed the University Drivers' Safety Program, the department will be responsible for the total claim cost for both the University and 3rd party vehicle.
 - B. Rented vehicles or 3rd Party claims:
 1. The Office of Risk Management & Insurance strongly recommends Penn drivers rent a vehicle in Concur using a Penn Preferred Vendor. For more information refer to the Penn Travel FAQs – Car Rental section, <http://cms.business-services.upenn.edu/penntravel/about/faqs-and-helpful-information.html>

2. The Office of Risk Management & Insurance will handle the loss or damage claim directly with the rental agency or 3rd party.
3. Reimbursement will be subject to a departmental deductible of \$1,000 per occurrence. If the driver has not completed the University Drivers' Safety Program, the department will be responsible for the total claim cost for both the University and 3rd party vehicle.

C. Use of Personal Vehicle

1. It is the personal responsibility of the owner of the vehicle to carry adequate insurance coverage for their protection and the protection of any passengers (See Financial Policy # 2360 for details).
2. The owner of the vehicle must carry the state mandated minimum limits.
3. In the event of a claim, the vehicle owner's policy will serve as primary insurance and the University will serve as excess insurance.