

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

Subject: Risk Management and Insurance
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Resp. Office: Risk Management and Insurance
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PURPOSE

To provide a framework for the handling of loss or damage involving an owned, leased or rented vehicle on behalf of the University or Health System.

POLICY

1. The Office of Risk Management and Insurance will adjust claims for loss of, or damage to, University or Health System owned, leased or rented vehicles.
2. All insurance claims must be filed with the Office of Risk Management and Insurance immediately following the incident.
3. Reimbursement for loss or damage will be handled as follows:
 - A. 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. The Office of Risk Management 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.
 3. Any loss or damage sustained by a driver who has **not successfully completed** the Fundamentals of Driver Safety/Driver Safety Training for Van Drivers Course in Knowledge Link will be subject to a 100% deductible, i.e., the department will be responsible for the total repair cost.
 - B. Rented vehicles or Third Party claims:
 1. Students/faculty/staff renting a vehicle for business purposes should secure the rental in Concur with a Penn Preferred Partner. When securing a rental for domestic travel in Concur with a Penn Preferred Partner the Collision and Liability

coverage are automatically included in the rental rate. 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 loss should be reported to the rental agency and the Office of Risk Management immediately.
3. The Office of Risk Management will handle the loss or damage directly with the rental agency or third party.
4. Reimbursement will be subject to a departmental deductible of \$1,000 per occurrence.
5. Any loss or damage sustained by a driver who has not successfully completed the Fundamentals of Driver Safety/Driver Safety Training for Van Drivers in Knowledge Link will be subject to a 100% deductible, i.e., the department will be responsible for the total repair cost.

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 ([Financial Policy 2358](#)).
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.
4. If an individual is operating a vehicle on University business they are required to **successfully complete** the Fundamentals of Driver Safety/Driver Safety Training for Van Drivers Course in Knowledge Link.