

## **IF YOU HAVE AN ACCIDENT:**

- STOP IMMEDIATELY, Do not leave the scene.
- CALL POLICE **911**  
If off-grounds but in-state, request VA State Police respond to accident.
- RECORD NAMES & PHONE NUMBERS of witnesses, responding police officer, other driver, their insurance and other vehicle details.
- DO NOT MAKE STATEMENTS to anyone other than UVa rep. or police officer.
- CONTACT your supervisor and COMPLETE the Auto Loss Notice (ALN.) Send ALN to Property & Liability Risk Mgmt. within 24 hours. If ALN is not in glove box, it can be found on our website. <http://www.virginia.edu/riskmanagement/auto.html>

**IMPORTANT !!** If anyone is injured or the vehicles are disabled, call Property & Liability Risk Mgmt. 434-924-3055 to report the incident.

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### **TEAR OFF & PROVIDE TO OTHER DRIVER**

UVa is self-insured through the State Dept. of Risk Mgmt., which does not have adjusters or appraisers. If you would like to assert a claim, please send all supporting documents, including details of the incident to: Dept. of Treasury, Div. of Risk Mgmt., PO Box 1879, Richmond, VA 23218-1879. Call (804) 786-3152 with questions.

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