


Vehicle Accident Insurance Procedures

Any type of destructive incident that occurs with any of UML's vehicles needs to be reported to the Financial Risk & Compliance Manager (FRC Manager), as soon as possible. The FRC Manager must be copied on all communication.

Please send the following documents to Insurance@uml.edu:

- Details of the incident
- Copy of the police report (when available)

The incident will be submitted to the Insurance Risk Analyst (IRA) in the President's Office. The IRA is the primary contact between the university and our insurance carrier. The IRA will contact the Controller's Office with other details that are needed.

Transportation Services has a Driver Accident Policy that  [Transportation Services Accident Policy.docx](#) is to be followed. When an incident occurs with one of their vehicles, Transportation Services will provide the documents listed above to the Controller's Office.

Leased Vehicles

All leased vehicles have insurance. After the initial claim is reported to the FRC Manager, the department can submit questions regarding the appraisal to the agent listed on the appraisal form to discuss the issue. If the issue is not resolved or the department is not satisfied with the appraiser's decision, please contact IRA at jmtucker@umassp.edu (cc: Insurance@uml.edu).

State Owned Vehicles

All state-owned vehicles are self-insured. After the initial claim is reported to the FRC Manager, if a department has any issues, they can be directed to jmtucker@umassp.edu (cc: Insurance@uml.edu).

All vehicle accidents (leased or state owned) will be required to submit a [UML Vehicle Accident Report](#) and submit to Insurance@uml.edu.

Please refer to the President's Office website for more insurance information.

<https://www.umassp.edu/treasurer/insurance>

If you cannot find an answer to your issue, please contact the Financial Risk & Compliance Manager at Insurance@uml.edu