

## Report A Claim

### Description

## Auto Liability Claims

### Procedure To Follow At Accident Scene

This procedure applies to automobile accidents involving UF-owned or rented vehicles.

- Contact local law enforcement to report the accident.
- If the accident occurs on campus, contact the University Police.
- The driver must notify their supervisor of the specifics related to the accident.
- Provide the officer with the University's auto policy number.
- Do not accept responsibility for the accident on your behalf or that of the University.
- Obtain a copy of the Driver Exchange of Information form.

### Procedure To Follow After Auto Accident

The following documentation must be submitted within 3 days after the accident to the Insurance Coordinator.

- The driver must complete an [Automobile Accident Reporting Form](#).
- The supervisor must provide a written statement advising who was operating the vehicle and what job duties the driver was performing at the time of the accident.
- Driver's Exchange Form
- Police Report
- Report the accident on the EH&S website [Injury or Incident Report](#).
- If vehicle is a rented vehicle, notify the rental company immediately. Failure to do so may void the terms of your rental contract, including any insurance coverage provided under the contract.

### Non-UF Individuals or Entities

For Auto Liability losses where you have been injured or sustained property damage involving a University employee or volunteer:

Complete the [State of Florida Liability Claim Form](#) and submit to the following:

Risk Management  
916 Newell Drive, Bldg. 179  
PO Box 112190  
Gainesville, Florida 32611  
352-392-1591  
[risk@ehs.ufl.edu](mailto:risk@ehs.ufl.edu)

---

## General Liability Claims

### Procedure To Follow After an Incident or Injury

- Please contact UFPD if someone is injured on campus.
- To report a physical hazard, please also notify Facilities Services Work Management.
- Report the safety/environment condition on the EH&S website [Injury or Incident Report](#).

### Non-UF Individuals or Entities

For General Liability losses where you have been injured or sustained property damage involving a University employee or volunteer:

Complete the [State of Florida Liability Claim Form](#) and submit to the following:

Risk Management  
916 Newell Drive, Bldg. 179  
PO Box 112190  
Gainesville, Florida 32611  
352-392-1591  
[risk@ehs.ufl.edu](mailto:risk@ehs.ufl.edu)

---

## Property Damage Claims

### Procedure To Follow After an Incident

For fires, vehicle damage to buildings, or other types of urgent losses, please contact UFPD. Take all steps to mitigate further damage. To determine which policy may cover the damage and to submit a claim, Contact the EH&S Insurance and Risk Management Department at (352) 392-1591 or email to [risk@ehs.ufl.edu](mailto:risk@ehs.ufl.edu).

### Non-UF Individuals or Entities

The University insures only the property it owns or leases. UF's insurance does not cover personal property that is on campus or is used for University business.

It should be noted that on no occasion is the University responsible for the loss of private property due to criminal acts. Sorry, but if your backpack or laptop is stolen on campus, the University cannot compensate you.

For any additional questions, please contact EH&S at 352-392-1591.

---