

Objective

Outline the policy regarding accident reporting on University of Michigan (U-M) vehicles.

Insurance Coverage Policy

1. All vehicles owned by U-M will be identified by a vehicle number, U-M decal and special municipal license plate issued by Fleet Services.
2. All vehicles owned by U-M are covered by the U-M self insurance program administered by Risk Management.

Policy

1. An accident is defined as any incident that causes damage to persons or property.
2. In the glove box of every U-M vehicle is a Driver's report of vehicle damage or public incident form (vehicle damage report). This form is also available on our website at [pts.umich.edu](https://pts.umich.edu) under forms as Drivers Report of Vehicle Damage.
3. Vehicle damage report needs to be completed in its entirety and submitted to Fleet Services within 48 hours of the accident.
4. Garage Services will process the vehicle damage report and make arrangements for the repair of the U-M vehicle.
5. Failure to report damage to U-M vehicles or submit a vehicle damage report will result in billing the entire cost of the repair to the using department.