

# University of Delaware

## Auto Loss Payment Procedure

This protocol is intended to outline how departments shall be reimbursed for first party property damage auto losses incurred that involve University of Delaware owned/leased vehicles. All accidents/occurrences are subject to a \$2,000 per claim deductible which shall be borne by the owning/leasing department. Reimbursement of expenses incurred above the \$2,000 deductible will be provided by the Office of Risk Management after receipt/review of:

- 1) Applicable documentation regarding repair of first party damage including paid expenses incurred,
- 2) Assessment of liability for any third party property damage expenses incurred and,
- 3) Appropriate purpose code information.

All third party liability expenses incurred will contribute to departmental per claim deductible.

### **VEHICLE IS PART OF MOTOR POOL FLEET:**

- Motor Pool pays for all repairs and submits final paid invoices/first party property damage/repair expenses to Risk Management.
- Risk Management reimburses first party repair/third party expenses in excess of \$2,000 to Motor Pool.
- Loss expense at or below the \$2,000 deductible shall be borne by the renting department through an additional line item on the vehicle rental.

### **VEHICLE IS NOT PART OF MOTOR POOL FLEET:**

- Owing department pays for all repairs and submits final paid invoices/first party property damage/repair expenses to Risk Management.
- Risk Management reimburses repair costs in excess of \$2,000 to purpose code identified by owning department.
- Loss expense at or below the \$2,000 deductible shall be borne by the owning department and shall not be reimbursed by Risk Management.

### **RECOMMENDED AUTOBODY SHOPS:**

#### **TOTAL FLEET SERVICES (TFS)**

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