



Claim Reporting Instructions

Automobile General Liability Property

Below is a summary of information needed to report claims.

Remember to contact the Town/School Risk Manager within 24 hours after an accident or incident.

All Policy Types

- Name of Insurance Carrier
- Policy Number
- Phone number or email to report claim
- Date and time
- Contact information (name & phone number)
- Location of accident or incident
- Brief description of accident or incident
- Any witness information (name and phone #)

Automobile

- Insured driver's name, address, phone #
- Were police notified? Report number?
- Any injuries? Describe details.
- Insured vehicle: make, model, VIN
- Description of damaged parts of vehicle
- Any estimates for repairs you have secured
- Claimant name, address and vehicle info
- Description of damages to other vehicle

General Liability

- Claimant Name and address
- Claimants age/occupation
- Damages or injury claimed
- What was involved?
- If suit, copy of summons and complaint

Property

- Police or Fire dept loss reported to
- Probable amount of loss
- Mortgage information
- Information regarding restorative services

SUMMARY OF INFORMATION NEEDED TO REPORT CLAIMS

Property Loss or Damage

1. Employee should complete the Property Loss / Damage Report form.
2. Notify supervisor or manager of the accident
3. E-Mail a copy of the Property Loss or Damage Form and pictures of the loss scene to the Town/School Risk Manager.

General Liability Claim

1. Employee should complete the General Liability Claim Reporting Report form.
2. Notify supervisor or manager of the accident
3. E-Mail a copy of the Property Loss or Damage Form and pictures of the loss scene to the Town/School Risk Manager.

Automobile Accidents

1. Employee (driver of vehicle) should complete the accident report, forms should be kept in the glove compartment of each vehicle. (Automobile Accident Reporting Form).
2. A Police Report should be obtained for any accident
3. Notify supervisor or manager of the accident
4. E-Mail a copy of the Automobile Accident Reporting Form and any police reports, along with, if possible, pictures of the loss scene to the Town/School Risk Manager
5. Again, if possible, pictures of the loss scene should be taken as soon as possible. (Disposable cameras should be kept in the vehicles or use mobile phone)

Student Accidents

1. Employee should complete the Student Accident Report form.
2. Notify supervisor or manager of the accident
3. E-Mail a copy of the Student Accident Report Form and pictures of the loss scene to the Town/School Risk Manager.