

Claim Reporting

General Liability Claim Reporting

Any incident or event resulting in injury or property damage that could potentially be a liability to the university must be reported to Valdosta State University Police immediately. The VSU police department phone number is (229) 333-7816. Please report the incident or event to Risk Management within 24 hours via phone or email. The phone number for Risk Management is (229) 333-2160; email address: wiboyd@valdosta.edu.

Auto Liability Claim Reporting

Motor vehicle accidents occurring on campus must be reported to Valdosta State University Police immediately. The VSU Police department phone number is (229) 333-7816. Motor vehicle accidents occurring off campus must be reported to the appropriate local Police Department. Notify Risk Management of the incident within 24 hours by faxing the **Accident Report Form** to (229) 333-2159. The information for completing this form will come from the information listed on the back of the Georgia Liability Insurance Card you are required to obtain at the scene of the accident. Do not delay faxing the report to Risk Management if you do not have all of the information. Report all motor vehicle accidents to your supervisor.

Building and Contents Claim Reporting

The department head responsible for any damaged, lost, or stolen property should report the loss to the Valdosta State University Police immediately. The VSU Police department phone number is (229) 333-7816. If there is damage to your building, also report the damage to Plant Operations. Please report the loss to Risk Management within 24 hours by faxing **Property Loss Report form** to (229) 333-2159.