

When reporting this accident, you will need information specific to the incident.

Complete the Driver's Report of Accident in this brochure, and follow the reporting instructions listed on the back of your Insurance identification card.

NOTES



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**

**UNCG Vehicle Insurance**

**Tammy Downs, Risk Manager**  
tadowns@uncg.edu • www.uncg.edu/rsk  
336-256-1102 • fax 336-256-2599  
Office hours 8am to 5pm

**St. Paul's Travelers Insurance Co.**  
Traveler's Insurance Claims  
1-800-832-7839

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**Travelers Insurance and the  
UNCG Enterprise Risk Management Office**

St. Paul's Travelers Insurance Co.  
Traveler's Insurance Claims  
P.O. BOX 473501  
Charlotte, NC 27605

**UNCG Vehicle Insurance**

**IN CASE OF  
MOTOR  
VEHICLE  
ACCIDENT**

**PLEASE KEEP THIS IN  
YOUR GLOVE COMPARTMENT**

1. Take the precautions necessary to protect the scene of the accident from further accidents.
2. Call the Guilford Police at 334-4444. If someone is injured, request medical assistance. If fire is involved, request Fire Department aid.
3. Answer Police questions. Give identifying information to other party involved, but make no comments about assuming responsibility.
4. Complete the DRIVER'S REPORT OF ACCIDENT portion of this brochure. You will need this information later for state and insurance reports.
5. As soon as possible, report accident to the proper authorities and to you're between 8am to 5pm call the Risk Manager, Tammy Downs 256-1102. If accident occurs after business hours between 5pm to 8am be sure to call St. Paul's Traveler's Insurance at 1-800-832-7839 to start claim process. Then report all info the next business day to the Risk Manager.

