

**REPORTING OF ACCIDENTS INVOLVING MOTOR VEHICLES  
OWNED BY STATE OF NORTH CAROLINA**

Know your CLAIM CODE NUMBER for your state agency when making a claim.  
Write down claim number when the operator gives it to you after you call the  
1-800-238-6225.

State you're with UNCG's "**Liability and Physical Damage**" Policy and you are  
reporting a "**commercial vehicle accident**".

Location Code#:  
93306040

Report Claims under this address:  
1100 W. Market St.  
Greensboro, NC 27403

All vehicles are under the Physical Plant Department.

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**I. All accidents involving bodily injury or major property damage to the public should be reported promptly in the following manner:**

1. To report accidents occurring during Monday through Friday from 8am to 5pm in all North Carolina counties, call the Risk Manager at 334-3005.
  2. During non-business hours, on weekends and holidays, when there is a serious injury or death, report the accident immediately by dialing direct 1-800-238-6225.
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**II. When an accident is reported, be prepared to answer as many of the following questions as are applicable:**

1. What is your name, title, and who is your employer?
  2. What is the claim code number for this vehicle?
  3. Business address of your employer?
  4. Location and description of accident.
  5. Description of state vehicle.
  6. Driver's name, license number, date of birth and state licensed.
  7. Description of other vehicles involved in accident and driver's names.
  8. Names of all persons injured in accident.
  9. Did the police investigate the accident? Name of investigating officer, if known?
  10. Were there any other known witnesses?
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**III. For accidents involving only minor property damage to the public, complete the special simplified claim form and mail it to The Travelers at the address shown thereon.**

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**IV. If there is physical damage insurance on the state-owned vehicle involved in an accident, complete the special simplified claim form and add the following statement above the line for your signature:**

**"We have physical damage on this vehicle."**