

Legal and Risk Management Services  
General Assembly Council  
Presbyterian Church (USA)

## **AUTOMOBILE ACCIDENT CLAIM PROCEDURES FOR PRESBYTERIAN CHURCH (USA) DRIVERS**

1. Get a police report. Gather accident information. Take photos. Write down names, addresses, telephone numbers and insurance company of persons involved.
2. **Do not make any admission of fault.**
3. If driving a rented vehicle, advise the rental car company that the PCUSA Risk Management Office is their contact for all claims. Should the rental company contact the driver, please refer them to the Risk Management Office.
4. Notify Jim Kirk and the Risk Management Office as soon as possible. The Risk Management Office will report the claim to the insurance carrier. Accidents involving property damage must be reported within 24 hours. Accidents involving injury must be reported immediately.
5. Submit a written report and photos to the Risk Management Office. The report should include the information taken at the accident scene, a copy of the rental company accident form, a copy of the rental car agreement, a written statement from the driver about the accident and a **copy of the police report.**
6. The Risk Management Office may call the driver to ask for additional information about the accident.
7. The Self-Insurance Fund does have deductibles for comprehensive and collision exposures. PDA will be responsible for the deductibles.

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