VEHICLE ACCIDENT CLAIM PROCEDURE

In the event of any motor vehicles covered under the University’s policy being involved in a motor accident, the following procedures should be adhered to:

Ensure that details of all parties involved in the accident are noted and any witness details collected. Under no circumstances should the Insured driver admit liability for the accident. Under the Road Traffic Act 1988, insurance details should be given to any 3rd party

Report the incident to the University’s insurer, Zurich Municipal, as soon as possible online:

[Motor Claims - Edit Claim (zurich.co.uk)](https://motorclaims.zurich.co.uk/index.html)

**And email** [**insurance-helpdesk@abdn.ac.uk**](mailto:insurance-helpdesk@abdn.ac.uk) **with the details where possible please advise the insurance team at the University first so we can give you a reference number to include on the claim form.**

You will need the policy number: **NHE-14CA04-0013**.

The Insurer will record the relevant details, give advice, and advise you of their reference number for the incident.

If you receive any 3rd party correspondence at a later date, forward it, unanswered, to the Insurance section as soon as possible.