

## AUTOMOBILE CLAIM PROCEDURES

After an auto accident/incident the following procedures must be followed:

- District police or local police (depending on where the accident occurs) must be notified so a Police Report can be generated.
- The RCCD driver must obtain a report number from the responding officer so it can be inserted into the accident report.
- When at the scene, the RCCD driver should exchange information with the other driver (if applicable). It is important that the following information is obtained:
  - Other Driver Name
  - Other Driver Address
  - Other Driver Telephone Number
  - Other Driver Driver's License Number
  - Other Vehicle License Plate Number
  - Other Vehicle Year, Make, Model, and Color
  - Other Driver Automobile Insurance Carrier Name
  - Other Driver Automobile Insurance Carrier Policy Number
  - Pictures of the Other Vehicle Damage (if possible)
- All of the information taken at the scene should be included on a **VEHICLE COLISION REPORT FORM** and returned to the Risk Management Department attention Monica Esqueda.
- On the Vehicle Collision Report, the RCCD driver must provide a complete description of the RCCD vehicle, year, make, model, color, area of damage, and current location of the vehicle for inspection.
- The incident should be reported to any involved employee's supervisor.
- Any district employee involved in the accident must call Medcor at **(800) 775-5866** to report the incident and report any injuries.
  - **PLEASE NOTE: Medcor** must be called even if the employee is not injured.
- Two estimates for repairs should be turned into the Risk Management Department attention Monica Esqueda. Risk Management will forward the information to the District's auto insurance carrier.
  - The auto insurance carrier can assign an estimator if necessary.
- Once the estimates are received, and Risk Management decides on a vendor to use for the repairs, the driver's department will be responsible for creating a requisition and going through the usual purchasing process to affect the repairs. A copy of the requisition should be sent to Risk Management attention Monica Esqueda.

- The department is to use their budget for the repairs. The insurance company will send reimbursement to Risk Management for the repairs less any deductible.
- Once Risk Management receives the reimbursement check, a reimbursement to the driver's department's budget will be processed. A copy of the check will be sent to the driver's department notifying the department head that the reimbursement is en route.
- Please note that no repairs can be completed until a PO is generated by the driver's department.
- Please note that anyone driving on school or district business must be cleared to drive prior to driving on any school or district business. Contact Monica Esqueda at extension 8127 or by e-mail at [monica.esqueda@rccd.edu](mailto:monica.esqueda@rccd.edu) to verify if individuals are cleared.

## **Preferred Auto Providers**

### **Moreno Valley Campus:**

- Buds Tire Pros | 22510 Alessandro Blvd., Moreno Valley CA 92553 | (951) 653-0707 | Galaxy #39393
- Solutions RV | 25620 Sierra Cadiz Ct., Moreno Valley CA 92551 | (951) 490-8041 | Galaxy #103212

### **Norco Campus:**

- A&J Trucking Repair | 2231B Hamner Ave., Norco CA 92860 | 951-898-0386 | Galaxy #51450
- Hemborg Ford | 1900 Hamner Ave., Norco CA 92860 | 951-737-6151 | Galaxy #44333

### **Riverside Campus:**

- Fritts Ford | 8000 Auto Dr., Riverside CA 92504 | 951-687-2121 | Galaxy #16830