

## ***Risk Management***

### **Facts needed to insure university vehicles:**

	Fund number to which we allocate insurance premium.
	Department which owns/operates vehicle.
	Employee contact name.
	Licence Plate number or university tag number.
	Year of vehicle.
	Make of vehicle. (Ford, GEM, Chevrolet, John Deere, etc.)
	Model of vehicle. (Taurus, E4, Impala, etc.)
	Vehicle Identification number.
	Date of acquisition.
	Purchase price.
Y or N	Add Med-pay coverage?
Circle one----->	Leased, temporary rental, or owned?
	Name, address(with zip), phone of rental company.
<b>Type of vehicle:</b>	
	Private passenger (includes mini vans)
	Utility Van
	15 Passenger
	Mini bus (greater than 15 passengers)
	Commercial unit (pick-ups)
	Motorcycles or motorscooters
	Motor Graders
	Shovels, mixers, sprayers, sweepers
	Rollers, Loaders, Crawler Tractors
	Fork Lifts, Mowers
	Farm Tractors & Agricultural Equipment
	Golf Carts, Segways (non-public roads)
	Trams (Highway/over the road)
	Trailers (Highway/over the road)
	School Buses (Summer Program)
	Miscellaneous (describe)