

## Guide to Completing an NAU Damage Report

### Vehicle Damage

Please obtain name, phone number, and email address of driver when damaged occurred, then email them the following info:

### Damage Report

In case of damage or accident involving an NAU vehicle, the police should be called immediately and Fleet Services should be notified as soon as possible. Insurance information and damage should be documented.

Please complete the DAMAGE REPORT: <https://nau.edu/insurance-claims-services/damage-report/>

Preferably, the report should be filled out by the driver of the vehicle when the damage occurred. If that is not possible, then the supervisor of the driver should fill out the report.

### Check type of report

Select the **Damage to NAU (state) property** option.

### Date & location information

Fill this section out as accurately as possible. If the damage was not previously reported (i.e. in a police report) then fill in the **Date reported** and **Time reported** as the date/time during which you are completing the report. If there is no **Police report #**, leave that line blank.

### NAU campus location

If the damage occurred **off** NAU campus do not complete this section.

### Reporting party information

All information in this section should be that of the person completing the report.

### Driver and state vehicle information

All information in this section should be that of the person who was driving when damage occurred.

### Information on state vehicle damaged (may need to obtain from NAU Fleet Services)

Vehicle license:

Vehicle Number:

Vehicle year:

Make and model:

VIN Number: (You do not need to provide the VIN number)

### Point of Impact

Select the most accurate option.

### Estimated amount of loss

**DO NOT** complete this section.

### Description of Damaged Property

Concisely describe the vehicle damage.

### Narrative

Concisely describe how the damage occurred. If you are unsure how the damage occurred, state as such in the Narrative box.

### Further Information

Within a few days of submitting the report you will receive an email from the NAU Insurance and Claims Services department with an attachment confirming the report has been submitted. At this point, you will not need to fill out the attached form or provide any other information UNLESS you are contacted by the NAU Insurance and Claims Services, Fleet Services, or Police departments for further information.