

## **University of Sussex Motor Insurance**

The university operates a small fleet of vehicles which it either owns or leases. These Vehicles are managed by the Transport Department but insured by the Insurance Department.

- **Fleet vehicles**

Cover is on a comprehensive basis with a standard **£250 excess**

This will increase where the driver is under the age of 25.

- **Hire vehicles**

The hirer of any vehicle used for University business must buy the insurance offered by the Rental Company.

**Hire vehicles are not included under the University's Insurance Policy** unless specifically declared to the Insurance Officer and agreed prior to hire.

## **University of Sussex Motor Insurance claim procedure**

A motor accident report must be completed by the driver of the vehicle:

[Motor Accident Report Form](#)

and sent as soon as possible to the insurance department.

Insurers will require an estimate for the repairs and this also needs to be forwarded as soon as possible as insurers may want to inspect the vehicle.