



**Office of Risk Management**  
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## **INSURANCE AND RISK MANAGEMENT 2020 – 2021**

Virginia Tech's Office of Risk Management has responsibility to administer the property, general liability, automobile, boiler and machinery, medical malpractice, student medical insurance and related insurance programs of Virginia Tech and the associated claims. These programs do not relate to personal employee benefits and medical/life insurance coverage administered by Human Resources.

If your office suffers any damage or loss relating to property and casualty, please **immediately** call Risk Management at 540/231-7439.

Procedures for all offices to report claims of loss for on-campus and off-campus locations are available on the Virginia Tech website: [Insurance and Risk Management](#).

### **Vehicles Rented for Official University Business Require Special Attention:**

- Domestic travelers should make use of the Virginia Tech Enterprise contract, which also includes National Car Rental. A specific customer ID is required to obtain favorable rates and coverages. This contract includes the Collision Damage waiver (CDW). Details are available at [Procurement](#)
- Beginning July 1, 2019, departments are responsible for the \$1,000.00 deductible for damages to rental vehicles not rented under our standard Enterprise contract. This includes commercial truck rentals, which are currently excluded from the Enterprise contract.
- The Bank of America Corporate Travel Card is the preferred method of payment for rental vehicles. Use of a personal credit card could result in the Commonwealth coverage becoming secondary for damages. See our website for additional details [Insurance and Risk Management](#)
- When a vehicle is required for official university business in the U.S., Canada, Puerto Rico and the U.S. Virgin Islands, employees should **decline** all additional automobile insurance offered on the rented vehicle. Virginia Tech carries coverage for domestic travel.
- When renting a vehicle abroad, employees should **purchase** the additional automobile insurance offered.
- The university Controller's Office will not reimburse employees for automobile insurance unless purchased for travel abroad. Procedure 20335D, located at the Controller office website. [Controller](#)
- If you encounter insurance coverage problems with a rental company in the United States, please contact Risk Management.

Further details are available at [Vehicle Information](#)

### **Insurance for the property of others:**

- Property insurance provided by the university can be extended to cover property of others under specific conditions. This includes any art on display or in storage at the university.
- Personal property of employees can be insured if, prior to the date of loss, the employee's job description has been modified to include the requirement for their property as a condition of employment.

Virginia Polytechnic Institute and State University has coverage through the Commonwealth of Virginia Insurance Program. Further information can be obtained by contacting Ellen Douglas, ARM, Director of Risk Management. You also may access [Insurance and Risk Management](#) . Present Virginia Tech coverage is:

**Workers' Compensation:**

- The Commonwealth of Virginia's insurance program provides coverage, which fully conforms to statutory requirements administered through the Virginia Tech Department of Human Resources.

**Automobile Liability:**

- The Commonwealth of Virginia's liability plan provides \$2,000,000 per occurrence automobile liability coverage through a program of self-insurance.
- For the Commonwealth or any of the individual state agencies or institutions, the limit of liability is \$100,000 pursuant to Section 8.01-195.3 of the **Code of Virginia**. The coverage applies to state-owned vehicles and vehicles rented for business purposes. Accidents should be reported in accordance with the instructions available at the Risk Management website. **Unless requested by the controlling department, licensed vehicles are not insured for comprehensive or collision coverage. (physical damage)**

**General Liability:**

- Established pursuant to §§ 2.2-1837 and 2.2-1838, the Commonwealth's **Risk Management Plan** is a comprehensive liability self-insurance plan for Virginia's state agencies and institutions.

**University and Employees:** The plan provides \$2,000,000 per occurrence liability coverage as set forth in §§ 2.2-1837 of the **Code of Virginia**. This program has no deductible. It provides that a self-insurance program may:

Provide protection against liability imposed by law for damages resulting from any claim arising out of acts or omissions that occur while operating in an authorized governmental or proprietary capacity and in the course and scope of employment or authorization.

**Property:**

- The Commonwealth's insurance program provides full replacement-cost coverage, less a \$1,000 deductible, for loss of university owned property due to theft, vandalism, etc. or destruction by wind, water, freeze, etc. This coverage also applies to any Virginia Tech owned property in transit. Therefore, any shipping insurance should not be purchased. Any loss or damage to University property should be reported in accordance with the instructions as outlined on the Risk Management website.

Other insurance, such as aviation, boiler, and overseas liability are also maintained by Risk Management. Questions concerning these should be referred to the Office of Risk Management, phone 540/231-7439 or email [Amber Pifer](mailto:Amber.Pifer).

**Student Medical Insurance:**

- The university sponsored student health insurance plan is provided through a contract with Aetna Student Health. It is a comprehensive medical and pharmacy plan available to all full-time Virginia Tech students and their dependents. More information can be found at [Student Medical Insurance](#) or at 540/231-6226 or email [SMI@vt.edu](mailto:SMI@vt.edu).

**Certificates of Insurance:**

- Certificates verifying Virginia Tech coverage may be obtained by visiting our website [Insurance and Risk Management](#) and filling out the Request for Certificate of Insurance form.

Risk Management visits departments on and off campus to explain insurance coverage, outline claims procedures, answer questions and address concerns of individual areas. The Risk Management Office is available to meet with your department to discuss your risk and liability concerns, as well as, to provide information and assistance in the review of these risks.

Please feel free to contact the Office of Risk Management with your questions or insurance and liability related concerns.