

Office of Risk Management

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RISK MANAGEMENT AND INSURANCE UPDATES

Virginia Tech's Office of Risk Management administers the property, general liability, automobile, medical malpractice, student medical insurance and related insurance programs of Virginia Tech and the associated claims. Many of these are secured through the Commonwealth of Virginia's Risk Management Plans. These programs are separate from the personal employee benefits, including workers' compensation, and medical/life insurance coverage administered by Human Resources.

Incident, Accident, and Claim Reporting

If your office would like to report an incident, accident, or claim, please contact Risk Management as soon as practical by phone at (540) 231-7439, riskmanagement@vt.edu or complete the [online reporting form](#) on our [Risk Management](#) website. More detailed procedures to report claims of loss for on-campus and off-campus locations are also available.

Office Updates

Visit our new [Risk Management](#) website, which includes updated digital processes for certificate of insurance requests, drone insurance requests, and camp insurance requests, as well as claim reporting. In 2022, Virginia Tech welcomed a new Director of Risk Management and Insurance Programs, Rebecca Folmar, who filled the position upon Ellen Douglas' retirement, as well as other staff additions.

Program Changes & Reminders

Automobile Comprehensive and Collision Coverage (Physical Damage)

- Unless requested by the controlling department, licensed vehicles **are not** insured for comprehensive or collision coverage.
- Risk Management will utilize a vehicle depreciation rate for the annual billing of the Comprehensive and Collision for non-research vehicles in place of the previous requirement for departments to provide value documentation.

Vehicles Rented for Official University Business Require Special Attention

- The Bank of America Corporate Travel Card is the preferred payment method for all rental vehicles. Use of a personal credit card could result in reduced coverages. Visit our [Auto Insurance website](#) for additional details.
- Vehicles rented within the US, Canada, Puerto Rico, and the U.S. Virgin Islands
 - Domestic travelers should make use of the Virginia Tech Enterprise contract. A specific customer ID is required to obtain favorable rates and coverages; this contract includes the Collision Damage Waiver (CDW). Details are available at the [Procurement website](#).
 - Departments who do not use the VT Enterprise contract must decline additional automobile insurance coverages unless advised otherwise by the Office of Risk Management, and are responsible for the \$1,000.00 deductible for damage to rental vehicles. This includes commercial truck rentals, which are currently excluded from the Enterprise contract.
- Vehicles rented outside of the US, Canada, Puerto Rico, and the U.S. Virgin Islands
 - When a vehicle is rented abroad, employees must purchase the additional automobile insurance offered.

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. Prior approval from the Office of Risk Management is required.
- 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.

Certificates of Insurance

Certificates verifying Virginia Tech coverage may be obtained by visiting the Insurance and Risk Management and completing the request a certificate of Insurance on our [website](#).

Camp & Drone Insurance Request Forms

If you have a new VT-owned drone and need to request insurance, or are running a VT camp and would like to purchase the supplemental camp accident insurance, please go to our [website](#) and complete the respective insurance request forms.

Student Medical Insurance

The university sponsored student health insurance plan for the 22-23 academic year 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 the [Student Medical Insurance](#) website or by contacting the SMI office at (540) 231-6226 or SMI@vt.edu.

- **Consultation Services**

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 staff 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 and management of these risks.

Please feel free to contact the Office of Risk Management with any questions you may have.

Sincerely,

Alene Harris

Assistant Director of Risk Management