



Diocese of Scranton

AUTO POLICY AND PROCEDURES

Diocesan owned vehicle additions, deletions and/or changes should be reported immediately to the Risk Management Department by calling 570-558-4310.

Your duties in case of an accident/ incident:

- Obtain all the pertinent information from the involved parties (name, address, phone number, type of injury or property damage). List any witnesses to the event.
- Inspect the area of the loss and determine if any corrective measures are warranted.
- Promptly report the same to the Risk Management Department so an inspection or investigation into the loss can be completed.
- Police should be called for all automobile accidents.
- Property losses you have a duty to minimize the loss so take corrective measures pending our inspection.
- Do not admit liability or make promises to the involved parties. Indicate the matter will be reported to the Risk Management Department for processing. Feel free giving them our number 570-558-4310.
