

TSB Leased Vehicle Accident/Insurance Claim Procedure

1. TSB Vehicle Coordinators will submit a completed Driver's Motor Vehicle Accident Report form [DMV Accident Report Form](#) to the State's Third-Party Insurance Administrator, Nebraska Risk Management Association (NRMA), within two business days after the date of the accident.
 - The completed form must include the agency/division number and may be emailed to the State's Third Party Insurance Administrator at John@NIRMA.INFO or can be uploaded via the Risk Management website at: [online claims report site](#).
 - The Driver's Motor Vehicle Accident Report form is available at: [DMV Accident Report Form](#) or may be obtained by contacting Karen Billings, TSB Administration Office. A copy of the DMV Accident Report should be sent to Karen.Billings@nebraska.gov.
2. TSB Vehicle Coordinators will obtain two estimates for repairs from body shops and email to the State's Third Party Insurance Administrator, at John@NIRMA.INFO, within ten days of the date of the accident or within ten days of the date damages to the vehicle are discovered.
 - If you do not know of two vendors in your area that would provide written estimates for repair costs, contact the TSB Administration Office.
3. The State's Third-Party Insurance Administrator will review the accident report and repair estimates.
4. The State's Third-Party Insurance Administrator will email the repair approval with a copy of the approved estimate to the TSB Vehicle Coordinator, copying TSB on the communication, and will initiate the deductible billing.
5. Upon receipt of the repair approval notification, the Agency is to schedule the repair work to be performed by the approved repair vendor. Repairs are to be completed within 30 days. If repairs cannot be made within 30 days, contact the State's Third-Party Insurance Administrator immediately. **Note: If repair work is not completed in a reasonable period as defined by the State's Third-Party Insurance Administrator, the agency may assume some or all of repair costs in addition to the required deductible.**
6. When picking up the vehicle, inspect the repairs, obtain the final invoice from the approved repair vendor, and email the invoice immediately to the State's Third-Party Insurance Administrator.
7. After repairs have been completed and the final invoice has been approved by the State's Third-Party Insurance Administrator, the insurance payment will be sent to the approved repair vendor.
8. The State's Third-Party Insurance Administrator will forward a copy of the final invoice to TSB.