



# New State of Tennessee Auto Liability Accident Reporting Program





# New Auto Liability Accident Reporting Program

The Tennessee Division of Claims and Risk Management has implemented a new state reporting program that goes into effect July 1, 2019.

**The State will apply a \$1,000 penalty per incident to your department for not properly reporting within 24 hours of an accident.**



# New Auto Liability Accident Reporting Program



The program is designed to report accidents to the State of TN Auto Accident Call Center while at the scene of the accident by calling (855)253-0629.

As needed, call 911 for emergency services

# Auto Liability Accident Reporting



- The new reporting applies to any vehicle used for University Business (fleet, personal, rental, golf card, ATV, etc.)
- The reporting applies to any incident involving an occupied or unoccupied citizen's vehicle or citizen (pedestrian).



# Auto Reporting

Reporting does not apply if:

- Damage occurs **ONLY** to University, fleet, or personal vehicles
- University vehicle causes damage to another University vehicle
- Damage is **ONLY** to a rental car
- Damage is **ONLY** to an employee's personal car

# Auto Accident Reporting

prepare for

**TAKEOFF**





# In the Event of an Accident

## Forms

- Auto Accident Reporting Instructions
- Damage Notification
- Driver's Report of Vehicle Accident  
(completed for all accidents)



prepare for  
**TAKEOFF**

# Reporting Instructions and Forms



State of Tennessee Auto Liability Program  
A Program of the Tennessee Treasury Department  
Division of Claims and Risk Management

## Auto Accident Reporting Instructions

IF YOU ARE INVOLVED IN AN AUTO ACCIDENT WHILE DRIVING A STATE VEHICLE, RENTAL, OR YOUR OWN VEHICLE WHILE IN THE COURSE OF YOUR EMPLOYMENT, FOLLOW THE INSTRUCTIONS BELOW:

1. Don't leave the scene. Be prepared to communicate ALL details of the incident to the State's adjuster.
2. Call emergency services (911 or police non-emergency number) as needed.
3. Take at least 4 photos of both vehicles, license plates, parking situation, insurance card for other party, and any notable unrelated damages. Include photo of the other party if applicable.
4. Call the State of TN Auto Accident Call Center immediately to report the incident, then call your supervisor and follow your department's applicable procedures.
5. Do not admit fault in the accident or promise coverage or reimbursement to anyone.

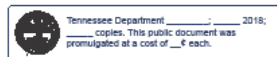
**State of TN Auto Accident Call Center:**  
**(855) 253-0629**

Be prepared to provide the following information to the Call Center:

- Incident date, time, and location
- State driver's name, phone number, and email
- Any/all other drivers' names and phone numbers, plus emails if available
- Any other involved passengers' names and phone numbers, plus emails if available
- Vehicle information for all vehicles, including license plate number and/or VIN
- Your State Supervisor's name, phone number, or other contact information
- Confirm if any fatalities or non-fatal injuries occurred

IF YOU HIT AN UNOCCUPIED VEHICLE:

1. Fill out a Damage Notification Card and leave it on the unoccupied vehicle.
2. Call the State of TN Auto Accident Call Center immediately at (855) 253-0629 with date, time, and location of the incident, as well as any additional information you may have.
3. Take photos of both vehicles, as well as the license plate and VIN tag of the other vehicle (on the driver-side dash, near the windshield).



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# Auto Liability Reporting



- Do not leave the scene of the accident.
- Take at least 4 photos of vehicles involved, license plates, scene of the accident, insurance card of other party(ies), other nonrelatable damages
- After calling the Call Center, call your supervisor and follow department and campus procedures

**DO NOT admit fault in the accident or promise coverage or reimbursement to anyone.**

# Auto Liability Reporting



Any employee injury must be reported through Workers Compensation program. Contact your supervisor and report injury to the CorVel 24/7 Nurse Triage (866-245-8588 option 1).

# Auto Liability Accident Reporting Basic Process



- State Employee calls Call Center at scene or within 24 hours
- If not able, Supervisor calls Call Center within 24 hours
- Call Center emails adjuster from VeriClaim
- VeriClaim adjuster calls State Employee and Citizen
- VeriClaim makes a decision on negligence and assists citizen with repairs.



# In the Event of an Accident

The Call Center will give you a claim number. **Write down the claim number.** You will need to include the number on the incident report for the University.





# In the Event of an Accident

## Forms

- Auto Accident Reporting Instructions
- **Damage Notification (Unoccupied Vehicles)**
- Driver's Report of Vehicle Accident  
(completed for all accidents)





# Auto Liability Accident Reporting Unoccupied Vehicle Form-Damage Notification

## **DAMAGE NOTIFICATION**

The State of Tennessee is providing you this notification relative to damage that occurred to your vehicle while it was unoccupied. To obtain information about this incident, please contact the State of TN Auto Accident Call Center using the phone number below.

The Call Center works on behalf of the State to obtain information, investigate, and provide claim services. The owner of the damaged property/vehicle may call the State of TN Auto Accident Call Center toll-free for assistance at:

**(855) 253-0629**

Provide the following information when calling:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

State Agency: \_\_\_\_\_

State of Tennessee Treasury Department  
Division of Claims and Risk Management

*Receipt of this notification is not an admission of liability or a promise that damages will be paid.*



Tennessee Department \_\_\_\_\_; July 2018;  
Authorization #309401; \_\_\_\_\_ copies. This public  
document was promulgated at a cost of 5¢ each.

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# Auto Reporting

## Unoccupied Vehicles (Parking Lots)



1. Fill out a Damage Notification Card and leave it on the unoccupied vehicle.
2. Call the State of TN Auto Accident Call Center with date, time and location of the accident, as well as any additional information you may have.
3. Take photos of both vehicles, as well as the license plate and VIN # of the other vehicle



# In the Event of an Accident Motor Pool



All Motor Pool vehicles have an envelope in the glove compartment labeled

**“IN THE EVENT OF AN ACCIDENT”**

Which contain the following forms



# In the Event of an Accident



When using **personal or rental cars** on University Business:

- Please print and travel with a copy of the forms.
- The forms are located on the Business Services Website.

<http://www.utm.edu/departments/businessaffairs/risk.php>





# University Reporting On Campus Accidents

- Contact Public Safety (7777)
- If damage to citizen's vehicle Call the State Call Center.
- Complete a UT Driver's Report of Vehicle Accident and forward to Business Services along with photos.



# University Reporting Off Campus Accidents



- Call Local Police Department or 911
- If damage to citizen's vehicle contact State of TN Call Center.
- Complete a UT Driver's Report of Vehicle Accident and forward to Business Services along with photos and police report.



# Auto Liability Accident Reporting

## Two Important Notes:

- This program does not replace other current Department processes, it just adds the single step of calling the Call Center **immediately** from the site of the accident.
- Do not call the Call Center if damage is only to State, rental or personal vehicle. This process is for accidents involving 2 parties where one is a citizen's vehicle or citizen.



# Business Services Contact Information

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# Suggestions



- Add the Call Center number to your phone contacts.
- For unoccupied vehicles, keep zip lock bag with form to leave on vehicle during wet weather.

