



OLD DOMINION  
UNIVERSITY

APRIL 2017

# State Vehicles, Automobile Coverages & Accident Reporting

Presented by the Office of Risk Management





# Commonwealth Risk Management Plan

- ODU as a state institution is a participant in the Commonwealth Risk Management Plan, otherwise called the Plan.
- The Plan is a combination of self insurance and at times commercial insurance
- The State administers the Plan through the Division of Risk Management (DRM) in Richmond



# Types of Automobile Coverage

## Car Care

- This is the state's elective Automobile Physical Damage coverage
- This covers physical damage to a covered state/university vehicle caused by collision, theft, vandalism, flood, fire or other peril
- For each claim, there is a \$1,000.00 internal charge/deductible which is the responsibility of the department using the vehicle



# Types of Automobile Coverage

## Lease Care

- This is the state's elective Vehicle Comprehensive and Collision Damage coverage for leased vehicles from private rental companies, like Enterprise
- This covers damage to an authorized leased vehicle for weather, vandalism, animal damage, glass breakage, as well as, collision or theft
- It does not cover personal use of leased vehicles



# Types of Automobile Coverage

## Auto Liability Coverage

- All state/university owned vehicles or rented vehicles for official university business/travel are covered under the State's Automobile Liability Coverage
- If faculty or staff member uses their personal vehicle, even if for university business/travel, the liability coverage on the car is always primary



# Vehicular Accident: What gets reported ?

ALL ACCIDENTS MUST BE REPORTED!

NO EXCEPTIONS!

An accident is any incident where someone was injured, property was damaged or a vehicle(s) was damaged

## ACCIDENTS INCLUDE:

Accidents where there is no damage to the ODU Vehicle.

Accidents that involve any motorized equipment

Accidents involving a parked ODU vehicle where there is no driver present.



# Vehicular Accident Reporting: Who it applies to ?

- Faculty
- Staff members
- ODU Student Drivers, and
- Other approved users of ODU owned or leased/rented vehicles are required to follow these reporting procedures.



# Vehicular Accident: When to report & to whom?

First, determine if emergency services are needed.

Then, IMMEDIATELY contact:

- Virginia State Police for off Campus accidents
  - 800-552-9965 or #77 on cellular phone
  
- ODU Police for on Campus accidents
  - 683-4000
  
- If you are out of state, contact the local jurisdiction.





# Vehicular Accident: When to report & to whom?

- Contact your Supervisor
- Contact Office of Risk Management within 24 hours of the accident
- Take out the Accident Packet in your vehicle for further instructions



# What is in the Accident Packet in my vehicle?

- Automobile Loss Incident Report (AIR)– to be completed by the DRIVER of the state vehicle and sent to Office of Risk Management w/i 24 hours
- Telephone Numbers for Virginia State Police and ODU PD
- Information Exchange Sheet
- Information regarding Self Insurance to provide to Officer or other driver(s)
- Passing Motorist Card



# Obtaining a Police Report: What to do?

- Try to obtain a copy of the police report at the scene of an accident.
- If the Officer cannot give you a copy of the report at the scene, then get a police report/case number, name of the Officer, his/her phone number, fax number and agency so that we can follow up on obtaining a report later.



# Can't get a Police Report at the scene?

- If you cannot get a Police report at the scene, write down the following:
  - Time and location of the accident
  - The name & address of the other driver
  - Their license plate number
  - His/her insurance company, policy number and contact information
  - Make, model and damage done to their vehicle (Take pictures, if you can)



# Who gets notice you were involved in an accident?

- The appropriate police agency
  
- Your supervisor
  
- Risk Management within 24 hours of the accident you need to send a completed Automobile Loss Incident Report (AIR)
  - If you are involved in accident over a holiday or weekend, you should still submit the AIR to the Office of Risk Management
  
  - Email or Fax the AIR to:
    - [kimbrogna@odu.edu](mailto:kimbrogna@odu.edu)
    - 757-683-6025 (Fax)



# Accident Review Committee (ARC)

- Virginia Code Section 52-4 mandates that Virginia State Police establish a vehicle accident prevention and safety program for state agencies.
- The Virginia State Police mandated that each Agency of the state government which owns its own motor vehicles establish an Intra-Agency Accident Prevention and Safety Program which includes the establishment of an Accident Review Committee
- Here at ODU, the ARC evaluates each accident in which an ODU owned vehicle is involved



# Contact Information for ODU Office of Risk Management

- You can always contact or notify the Office of Risk Management using the contact information listed below:
  - ODU Risk Management Office
  - 757-683-4009 (P), 757-683-6025 (F)
  - Kim Imbrogno, Property & Claims Specialist
    - 757-683-4870 (Direct Line)
    - Email: [kimbrogno@odu.edu](mailto:kimbrogno@odu.edu)