

DEPARTMENT OF ADMINISTRATION TRAVEL MANAGEMENT - FLEET OFFICE

Title 148, Series 3 State Owned Vehicles –

Accidents must be investigated by the spending unit within two (2) calendar days of the accident. The Agency Fleet Coordinator must provide to the Board of Risk and Insurance Management (BRIM) an accident report with sufficient detail to determine the circumstances of the accident.

ACCIDENT PROCEDURES

- 1) Driver must contact law enforcement agency where the collision occurred
- 2) Driver must notify Agency Fleet Coordinator as soon as possible.
- 3) Agency Fleet Coordinator/driver must provide to BRIM an Insurance Loss Notice form which must be completed within 48 hours of the collision in order to submit a claim for an automobile accident. This form can be electronically submitted on the BRIM website: <http://www.brim.wv.gov> .

Or the form may be submitted as an original and one copy to:
Claims Management, Board of Risk & Insurance Management
90 MacCorkle Avenue, SW, Suite 203
South Charleston, WV 25303
Telephone: (304)766-2646
Fax: (304) 744-7120
Toll-free: 1-800-345-4669

- 4) Estimates: If damage is more than \$2500, an adjuster will evaluate the damage. Otherwise, two estimates must be submitted with the form. There is a \$1,000 deductible amount payable by the agency. The insurer reserves the right to inspect all damages prior to repairs being completed. Prior to securing the estimates, the spending unit should await contact from the insurer as to how it wishes to proceed.
- 5) The Agency Fleet Coordinator must send a copy of all pertinent information and written notification stating date of repair completion as soon as possible.
- 6) **If the vehicle is considered to be a total loss, Fleet Management Office must be notified immediately.**

Reminder: All vehicles being retired must show **normal wear and tear** and **be free of any accident damages.**