

## 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 notify Agency Fleet Coordinator as soon as possible.
- 2) Agency Fleet Coordinator/driver must provide to BRIM an Insurance Loss Notice form which must be completed in order to submit a claim for an automobile accident. This form can be electronically submitted on the BRIM website: <http://www.state.wv.us/brim/Claim/claim.htm>.

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) 766-2653  
Toll-free: 1-800-345-4669

- 3) Estimates:

Under \$2,500 – *two estimates* are needed and the repair should be completed by the body shop with the lowest price

Over \$2,500 – *one estimate* will determine that the insurance company contracted through BRIM will send an adjustor to evaluate the damage

There is a \$1,000 deductible amount, so the agency will pay the first \$1,000.

If a vehicle is declared **totaled**, FMO **must** be notified *immediately*.

- 4) The Agency Fleet Coordinator must send a copy of all pertinent information and written notification stating date of repair completion as soon as possible.

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