

Pete Ricketts, Governor

TO: Agency Motor Vehicles Coordinators

FROM: Shereece Dendy, State Risk Manager

CC: Bryon L. Diamond, Director of Administrative Services
Bo Botelho, AS Interim Transportation Services Bureau Administrator

RE: State of Nebraska-Motor Vehicle Policy for 2016-2017 Fiscal Year

Date: November 1, 2016

The State of Nebraska is self-insured for a portion of any loss, and purchases excess insurance coverage for property, automobile and crime liability.

Auto Liability Insurance Identification Card: The Auto Information Card is available at <http://das.nebraska.gov/risk/auto.html> Please download/print the card and place in all vehicles owned by the State of Nebraska.

Auto Policy Information:

Insurance Company: Princeton Excess & Surplus Lines Insurance Company and ACE American Insurance Company

Policy Term: July 1, 2016 to June 30, 2017

Policy Number: 64-A3-EX-0000006-12 and XPE G19851667 006

Named Insured: The State of Nebraska (including all Agencies, Boards, Commissions, Departments, Divisions, and any other activities under the supervision or control of the insured, except the University System)

State Contact: Shereece Dendy-State Risk Manager
Office of Risk Management
PO BOX 94974
Lincoln, NE 68509-4974
Phone: (402) 471-2551

Claims Administrator: NRMA
PO BOX 85210
Lincoln, NE 68501-5210
Phone: (402) 742-9220 / (800) 642-6671

A. COVERAGE UNDER THIS POLICY

1. Any employee of the State of Nebraska, including members of Boards and Commissions, while acting within the scope or the course of employment.
2. An employee's personal auto insurance will be considered as the primary coverage in the event of a loss should the employee elect to drive his or her personal vehicle while acting within the scope or the course of employment.
3. All vehicles owned by the State are covered to the maximum of \$5,000,000 per occurrence for liability (bodily injury and property damage to personal or real property) caused by a State vehicle. While coverage is automatic for vehicles added or deleted during the policy period, **you must inform Risk Management when you add or surplus a vehicle so that we may confirm coverage in the event of an accident.**
4. There is no medical payment coverage for any injured party in a covered vehicle.
 - a. State officials and employees who are injured may qualify for coverage of their medical expenses under the State's Workers' Compensation program.
 - b. Risk Management highly discourages Non-State Employees to be passengers in State owned vehicles. Should a Non-State Employee be a passenger in a State owned vehicle, the Non-State Employee shall complete and sign a waiver of liability form.
5. Physical damage coverage for vehicles owned by and/or leased from the Transportation Services Bureau (TSB) has a \$500 deductible per occurrence. The \$500 deductible must be paid by the Agency that was leasing and/or renting the vehicle from TSB at the time the loss occurred.
6. Physical damage coverage for any other State-owned or leased vehicle at the request of the owning Agency and at Agency cost, with a \$500 deductible per occurrence. Physical damage coverage must have been elected and paid by the Agency prior to the accident.
7. Physical damage coverage for private rental vehicles in the United States, its possessions and territories, Puerto Rico and Canada, while being used for State business. It is strongly encouraged that rental agreements include the employee's name and State Agency, Board, or Commission for whom he or she works.
8. Uninsured and Underinsured Motorist Coverage at \$25,000 per person and with a \$50,000 limit per occurrence.

B. INSTRUCTIONS FOR REPORTING MOTOR VEHICLE ACCIDENTS

Report all accidents immediately to NRMA by calling 402-742-9220 or 800-642-6671. Please ask to speak to Pete Eiden, John Christensen or Bill Hilton. You may also email these individuals at the respective addresses, pete@nirma.info, john@nirma.info, or bill@nirma.info. Reports may be faxed to NRMA at 402-742-9230 or 888-311-3152. For serious accidents, call the information in first then follow up with the written report. If you are driving a TSB vehicle, follow the same procedures, but send an additional report of the accident to Angela Lloyd, Angela.LLloyd@nebraska.gov or (402) 471-2381 in accordance with TSB procedures.

- If you are involved in an accident be sure you obtain the insurance information from the other driver regardless of fault and whether the police are called or not.
- Thoroughly complete the accident report form. Any bills, estimates or additional materials may be sent with the report, however do not delay filing while waiting for these items. If the State vehicle is covered by physical damage insurance, note this clearly on the form.
- If additional information is sent in later, please be sure to identify the following: 1) Agency name, 2) Date of Accident and 3) Name State Driver.
- If a State vehicle or any vehicle used on State business (including an employee's personal vehicle) is involved in an accident, report the accident to the Agency's motor vehicle coordinator and file a Motor Vehicle Accident Report Form with NRMA (and TSB, if it is a TSB vehicle) within 24 hours of the accident.
- The accident forms should be in the glove compartment of all State vehicles. Forms are also available on the Risk Management website, <http://das.nebraska.gov/risk/auto.html>, or from the Agency's Motor Vehicle Coordinator. The Coordinator should retain one copy of completed forms and one copy should be sent or faxed to NRMA (and TSB, if it is a TSB vehicle) immediately.

It is important that the information be sent the same day so that NRMA is aware of the accident and can be prepared to investigate or field inquiries from the other party. A NRMA adjuster will investigate the claim and contact your Agency and the driver if they need assistance. Any information you may have regarding the accident should be relayed to NRMA. You may speak freely to NRMA.

The vehicle driver must also file the required accident report with the Accident Records Bureau, Department of Roads. This report differs from the one filed with Risk Management.

An employee involved in an accident should **never** admit fault. An employee should give the insurance information from the Insurance Identification Card found in each vehicle and answer any questions asked by any law enforcement on the scene. No matter how small an accident seems, get all information from the other party, e.g., name, address and insurance carrier, before leaving the scene. Other parties should be directed to NRMA or Risk Management if they have further questions.

All injuries to State employees must be reported immediately to Gallagher Bassett, the State's Third Party Administrator for Workers' Compensation. Please be sure to follow the directions for reporting Workers' Compensation claims, which may be obtained from Risk Management's website, <http://das.nebraska.gov/risk/workers-comp.html>, or from your Agency Workers' Compensation Coordinator.

C. RECOMMENDED DRIVER SCREENING

1. Annually check to see that everyone driving on State business has a current driver's license.
2. Identify all employee positions that require a commercial driver's license, then train and license the employees.
3. Obtain a motor vehicle record from the Department of Motor Vehicles for all employees hired to drive any vehicle, even their own, on State business. This record should be checked regularly for all drivers including those presently employed. Should an accident occur, the State could be found negligent for allowing employees with poor driving records to operate vehicles on the State's behalf?
4. Require that all employees who regularly drive on State business to take a refresher course in defensive driving every five years and any time a ticketed accident occurs.
5. Adopt personnel rules that make employees accountable for poor driving records and that allow accommodations for employees who cannot drive safely temporarily due to injury, illness, seizure disorders, medications, or other medical or non-medical reasons.

E. RENTAL CARS

When a State employee rents a car under contract in the United States, its territories or Canada on State business (e.g., Avis, Hertz), the State's insurance policy will provide coverage in excess of any other policy in force. The policy does not provide coverage for cars rented in other countries besides Canada. Please purchase the coverage offered or purchase insurance at the border if you are crossing into Mexico. The State's policy also covers physical damage to a rental car, so State employees should not automatically pay for collision damage waivers offered by rental companies. Please note that the provided coverage is for physical damage only, and does not include any down time and/or loss of use alleged by the rental car company. Therefore, Agencies are encouraged to review available rental insurance to determine whether the coverage provided is prudent given the cost plus any deductible the Agency may face from the State's coverage. Your Agency would be responsible for paying the premium for this elective coverage.

If a rented vehicle will be used for both State and personal business, the State coverage will only apply for the time you are on State business. If your personal policy will not provide coverage, you may prefer to take the coverage provided by the rental company. In such a case, the coverage should not be charged to the State.

F. VOLUNTEER DRIVERS, PERSONAL VEHICLES, GUEST PASSENGERS

The volunteer who uses their personal vehicle for State business is treated the same as an employee driving his or her own vehicle for work. The driver's own insurance is primary and the State's policy will only apply when the volunteer or employee has used his or her insurance limits or has no coverage. Independent Contractors are not volunteers. Risk Management encourages Agencies to address the issue of auto usage and insurance coverage in all Agency contracts.

To protect the State's interests, it is necessary that every Agency screen volunteers and employees for:

1. Driver's licenses. Inspect licenses annually for renewal dates, restrictions and points.
2. Required insurance coverage. Inspect the Financial Responsibility or Insurance ID Cards annually.

The Agency should review for liability limits, physical damage coverage, and deductibles. Be aware that should there be an accident, the Agency may be required to pay the deductible under the private policy covering the vehicle or may be responsible for other expenses that have not been budgeted. Additionally, many personal policies contain exclusions for use of the vehicle for work, which may impact coverage on the vehicle if an employee is driving. If you have any questions about the insurance coverage please contact Risk Management for assistance.

3. Good driving records. A periodic check with the Department of Motor Vehicles to monitor accrued points is advised, especially if a volunteer is transporting other individuals for whom the State has responsibility.

Volunteers should be registered with the Agency, have had defensive driving training within the past five years, and must keep records of their trips by day and hour so State business can be verified if an accident occurs.

Vehicles used on State business must be safe. An Agency should develop a process for inspecting or verifying the safety of any such vehicle.

Agencies should be aware that other than for accidents caused by uninsured or underinsured motorists there is no insurance coverage for passengers should they be injured. It is strongly encouraged that Non-State Employees are not passengers in State owned vehicles. If the passenger believes an injury is due to the State's or State employee's negligence they may file a tort claim, but there is no insurance available under the auto policy. Agency Directors may approve Non-State Employee passengers, however, Risk Management requests that these individuals sign a waiver of liability. A sample waiver may be obtained from the Risk Management website or by contacting Risk Management. The State does not medical coverage for guest passengers.