

Compliance Tips for the Month – June 2021

Auto Accident Reporting – Reminders during Summer Travel

The State of Tennessee's Claims and Risk Management Division requires notification of automobile accidents involving State employees (both full-time and part-time) within 24-hours of the accident's occurrence.

Accidents should be reported to the State of Tennessee's Auto Accident Reporting Call Center at (855) 253-0629. Failure to timely report accidents within 24 hours of the accident's occurrence will result in financial penalties to the University. The Claims and Risk Management Division reviews calls from the State's call center monthly to determine if claims and calls were reported outside of the 24-hour required reporting period.

The following are reminders for reporting Auto Accidents while traveling on State/University business:

1. Call the State's Auto Accident Call Center immediately at (855) 253-0629, with the date, time, and location of the incident, as well as any other pertinent information and details you can provide about the accident or the other driver or vehicle.
2. Take photos of the accident, if possible.
3. For additional information or guidance on Auto Accident reporting, please refer to the following resources:
 - a. Office of University Counsel: 615-898-2025
 - b. Office of Compliance and ERM: 615-494-8812, or 615-898-2230
4. For Motor Pool questions, please contact Facilities Services.

Records Management Database

The University's Records Management Database (Database) is now closed through June 30, 2021 for State reporting. The Database will reopen on July 1, 2021.