

Compliance Tip for the Month – February 2020

Auto Liability – Notification Requirements and State Penalties

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 a 24 hours of the accident occurrence. Accidents **must be reported within 24 hours** to the State of Tennessee's Auto Accident Reporting Call Center of (855) 253-0629. Failure to timely report accidents within 24 hours of the accident's occurrence will result in financial penalties to the University in the amount of \$1000 per infraction.

The Claims and Risk Management Division reviews calls from the State's call center monthly to determine if any of the claims and calls were reported outside of the 24 hour period. Therefore, if you are utilizing a State car from the University's motor pool; a golf cart; or your own car while on, or conducting, University business and you get into an accident with a moving vehicle or citizen, report the accident **within 24 hours to the State Accident Reporting Call Center**.

As a reminder, the Accident Reporting Information you need to be prepared to provide to the Call Center is as follows:

1. Incident date, time, and location.
2. State driver's name, phone number, and email.
3. Any/all other drivers' names and phone numbers, plus emails, if available.
4. Any other involved passengers' names and phone numbers, plus emails if available.
5. Vehicle information for all vehicles, including license plate number and/or VIN.
6. Your State Supervisor's name, phone number, or other contact information.
7. Confirmation of any fatalities or non-fatal injuries that occurred.

If you hit an unoccupied vehicle:

1. Fill out a Damage Notification Card and leave it on the unoccupied vehicle.
2. Call the State of TN Auto Accident Call Center immediately at (855) 253-0629, with the date, time, and location of the incident, as well as any additional information you may have.
3. Take photos of both vehicles, as well as the license plate and VIN tag of the other vehicle (on the driver-side dash, near the windshield).

For additional information or guidance on Auto Accident reporting, please refer to the following resources:

1. Office of University Counsel: 615-898-2025
2. Office of Compliance and ERM: 615-494-8812, or 615-898-2230
3. For Motor Pool questions, contact Facilities Services

4. [State of Tennessee Auto Accident Reporting Instructions](#) (click the link)
5. [Damage Notification Card](#) (click the link)

By timely reporting accidents to the State's Auto Accident Call Center, you will assist the University in avoiding the assessment of monetary penalties.

Thank you, in advance, for your cooperation.

Department Webpage: [CAERM](#)

Department Email: Caerm@mtsu.edu

Compliance and ERM Hotline: 615-898-5772



I AM *true* **BLUE**.

MIDDLE TENNESSEE STATE UNIVERSITY