

# State Employees Driving Personal Vehicles for State Business

State employees who use their personal vehicles for state business have secondary coverage under the state Auto Liability program provided they are acting in the line and scope of their employment at the time of the accident. Personal auto coverage is primary in the event of an accident. Accident reports are filed first with your personal insurance carrier, then the accident is reported to DORM.

## In Case of an Accident What Do You Do?

- AID THE INJURED - Do not move the injured unless absolutely necessary! Warn other drivers.
- CALL THE POLICE - Give the exact location and advise if medical help is needed. Write down the name and badge numbers of police officers who assist you. Note if they are state or local police.
- RECORD FACTS - About your vehicle, other vehicles, injured persons, other property damage, witnesses, etc. Complete the **Automobile Loss Notice** form available for download at [www.RiskMgt.Alabama.gov](http://www.RiskMgt.Alabama.gov).
- IF THIS IS NOT A STATE OWNED VEHICLE, IMMEDIATELY CALL YOUR INSURANCE COMPANY. Then report the accident to Risk Management for secondary coverage.
- DON'T COMMENT - Don't make any statement concerning the assumption of liability. Give out only the information required by authorities. Do not sign any statement except for an authorized representative of the Division of Risk Management.



**State of Alabama**  
**Division of Risk Management**  
**Claims: (334) 223-6120**  
**After Hours: (800) 241-1172**  
**[www.RiskMgt.Alabama.gov](http://www.RiskMgt.Alabama.gov)**