

Fleet Automobile Liability Insurance

Liability insurance for state-owned vehicles is provided through the State Risk Management Trust Fund.

The Division of Risk Management in the Department of Financial Services is responsible for administering the program, including the investigation and payment of claims.

Objectives

The objectives of Risk Management are accident prevention and fast, efficient handling of liability claims against the state, its agencies and employees.

Report Claims Promptly

Prompt, complete and accurate reporting of claims is a MUST in order to preserve evidence and favorably resolve claims presented against the state.

Who Is Covered?

State employees and other authorized representatives of the state are covered while using state-owned vehicles or their private vehicle on official business. They are not covered if the vehicle is being used for personal travel.

Things To Remember In Case Of An Accident

- *Have the accident investigated by a law enforcement officer.
- *Report any accident immediately to your supervisor in accordance with your agency's procedures.

- *At the scene of the accident, do not discuss details of the accident with anyone except the appropriate investigating law enforcement officer.

- *Obtain information about the other driver(s) from the law enforcement officer.

- *Get the names, addresses and telephone numbers of any witnesses to the accident.

- *The space provided on the back of this brochure is for your use in recording pertinent accident information.

Safety Tips

- *Arrive Alive! Think-Look-Listen.
- *Automobiles Kill! 50,000 people a year.
- State employees are no exception.**
- *Plan your trip before you leave.
- *Know where you are going.
- *Know the routes you plan to take.
- *Know how long it will take to arrive.
- *Allow sufficient time – avoid having to rush.

- *Check the vehicle's tires, brakes, headlights, horn, windshield wipers, and rear view mirrors before you leave.

- ***Seat Belts Do Save Lives So Buckle Up – It's The Law!** Management Services Rule 60B-1.012 requires mandatory use of seat belts; "Failure to utilize seat belts or occupant restraint system shall be considered improper use of a vehicle and shall subject employees to disciplinary action."

- ***Place All Work Materials In The Trunk!** ...such as books, papers, reports, audiovisual equipment and newspapers. Automobile seats were designed for people.

- ***Know And Obey All Traffic Laws!** Speed limits, traffic signs and signals were designed with your safety in mind.

- ***Driving While Drinking, Eating, or Using a Cellular Phone is Taboo!** It could cost you; your driving privilege, or even your life. ("No Smoking" is also recommended.)

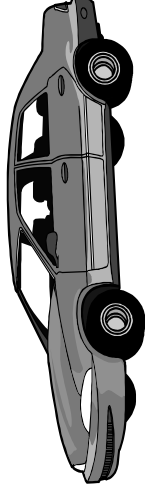
- ***If You Get Tired Or Sleepy Stop and Rest.**

- ***Look Before You Back Up!** Accidents while backing up are the major cause of accidents involving state of Florida vehicles.

- ***Turn On Your Headlights!** At sundown and during bad weather, such as rain or fog.

Return Alive!

FLEET AUTOMOBILE LIABILITY INSURANCE INFORMATION



Division of Risk Management
Department of Financial Services
State of Florida



ALEX SINK
Chief Financial Officer

Date of Accident: _____ Location of Accident: _____
Occupants of Vehicles or Pedestrians Involved:

1. Name: _____ Telephone No.: _____

Address: _____

City & State: _____ Zip Code: _____

In Your Vehicle () Other Vehicle () Pedestrian ()

Was person injured? Yes () No ()

2. Name: _____ Telephone No.: _____

Address: _____

City & State: _____ Zip Code: _____

In Your Vehicle () Other Vehicle () Pedestrian ()

Was person injured? Yes () No ()

Witnesses at Scene of Accident:

1. Name: _____ Telephone No.: _____

Address: _____

City & State: _____ Zip Code: _____

2. Name: _____ Telephone No.: _____

Address: _____

City & State: _____ Zip Code: _____

Name and Department Location of Police Officer Investigating Accident: _____

Florida Automobile Insurance Identification Card

Agency: _____ Policy No.: _____
(Automatic Renewal Each Fiscal Year)

State Risk Management Trust Fund (Fleet Liability Coverage provided pursuant to Chapter 284, Part II, and Section 768.28, F.S., the Florida Vehicle No-Fault Law, and any rules promulgated thereunder.)
Division of Risk Management, 200 E. Gaines St., Tallahassee, FL 32399-0338
For Additional Information: Call Risk Management at (850) 413-3122 or Suncom 293-3122