

This guide is to inform state employees of the proper procedures to be followed in the event of an accident while conducting University business. The following steps should be taken by the state employee to whom the vehicle is assigned, should an accident occur.

Accidents Concerning Enterprise Vehicle(s):

1. See State of Tennessee Auto Liability Program (*next two pages*).
2. During regular office hours, call the Enterprise location the vehicle was rented from *immediately*.
3. After hours, call Enterprise roadside assistance at 1-800-307-6666.

Accidents Concerning Personal Vehicle(s):

1. See State of Tennessee Auto Liability Program (*next two pages*).
2. Occurring On Campus – Call Campus Police 931-221-7786
Occurring Off Campus – Call State, City or County reflective of the location of accident.
3. Report to your personal insurance.

Accidents Concerning University Vehicles:

1. See State of Tennessee Auto Liability Program (*next two pages*).
2. Occurring On Campus – Call Campus Police 931-221-7786
Occurring Off Campus – Call State, City or County reflective of the location of accident.
3. Report to the University – A breakdown should be reported immediately to the APSU Physical Plant Department (931-221-7456) or after hours to Public Safety (931-221-7786).
4. A state employee should notify their supervisor or department head as soon as possible, providing essential facts. Then, the employee and supervisor/department head should prepare a Departmental Incident Report, APSU/FA/PA/010 (form available in the Human Resource Office) and send to Human Resource Office and Physical Plant Department. The supervisor or department head should notify the Human Resource Office immediately. If the parties involved require assistance in filing a claim, the Human Resource Office should be contacted.



State of Tennessee Auto Liability Program
A Program of the Tennessee Treasury Department
Division of Claims and Risk Management

Auto Accident Reporting Instructions

IF YOU ARE INVOLVED IN AN AUTO ACCIDENT WHILE DRIVING A STATE VEHICLE, RENTAL, OR YOUR OWN VEHICLE WHILE IN THE COURSE OF YOUR EMPLOYMENT, FOLLOW THE INSTRUCTIONS BELOW:

- 1.** Don't leave the scene. Be prepared to communicate ALL details of the incident to the State's adjuster.
- 2.** Call emergency services (911 or police non-emergency number) as needed.
- 3.** Take at least 4 photos of both vehicles, license plates, parking situation, insurance card for other party, and any notable unrelated damages. Include photo of the other party if applicable.
- 4.** Call the State of TN Auto Accident Call Center immediately to report the incident, then call your supervisor and follow your department's applicable procedures.
- 5.** Do not admit fault in the accident or promise coverage or reimbursement to anyone.

State of TN Auto Accident Call Center:
(855) 253-0629

Be prepared to provide the following information to the Call Center:

- Incident date, time, and location
- State driver's name, phone number, and email
- Any/all other drivers' names and phone numbers, plus emails if available
- Any other involved passengers' names and phone numbers, plus emails if available
- Vehicle information for all vehicles, including license plate number and/or VIN
- Your State Supervisor's name, phone number, or other contact information
- Confirm if any fatalities or non-fatal injuries 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 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).



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DAMAGE NOTIFICATION

The State of Tennessee is providing you this notification relative to damage that occurred to your vehicle while it was unoccupied. To obtain information about this incident, please contact the State of TN Auto Accident Call Center using the phone number below.

The Call Center works on behalf of the State to obtain information, investigate, and provide claim services. The owner of the damaged property/vehicle may call the State of TN Auto Accident Call Center toll-free for assistance at:

(855) 253-0629

Provide the following information when calling:

Date: _____ Time: _____

State Agency: _____

**State of Tennessee Treasury Department
Division of Claims and Risk Management**

Receipt of this notification is not an admission of liability or a promise that damages will be paid.



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