

From: All Faculty and Staff <ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU> on behalf of Archnews <archnews@UGA.EDU>
Sent: Wednesday, July 02, 2014 3:13 PM
To: ARCHNEWSFACSTAFF@LISTSERV.UGA.EDU
Subject: Automobile Liability Insurance Card FY2015

To: All UGA Employees

From: Kathy McCarty, Director
Administrative Services Division

Subject: Automobile Liability Insurance Card FY2015

The Georgia Liability Insurance Card for FY2015 can be downloaded from the UGA Insurance and Claims Management website: [Georgia Liability Insurance Card FY2015](#). The coverage date for the FY2015 insurance cards is July 1, 2014 – June 30, 2015. The Auto Liability Insurance Card should be placed in each state vehicle and should be presented as insurance verification when asked by law enforcement personnel.

Employees who use personal or rental vehicles while engaging in official state business should also keep a card in their vehicle in case of an accident. The University of Georgia is self-insured through the Department of Administrative Services (DOAS) Risk Management for liability insurance, which provides coverage for injuries and/or property damage that you cause others while acting in the course and scope of employment. This coverage is subject to Section 51-21-22(7) of the Tort Claims Act and the limits of this coverage are \$1,000,000 per person and \$3,000,000 in the aggregate. Coverage does not apply when you deviate from your official course and scope of duties. Please keep in mind that collision or comprehensive coverage for your personal automobile is not provided by UGA or DOAS Risk Management.

Regardless of who is at fault, all accidents must be reported within 48 hours to the Claims Center. This requirement applies to all accidents involving state vehicles and all accidents involving state employees operating personal or rental vehicles while on official state business. The 24 hour toll free number to call is 1-877-656-7475. Time is of the essence; please do not delay reporting the claim because you do not have all of the information or the police report. Any additional information can be provided at a later date. The Claims Center will assign each accident a report number. Please also contact or email Vance Silcott, UGA Insurance and Claims Manager, with your report number. Vance can be reached at vsilcott@uga.edu or 706-425-3083.

Additionally, the Georgia Department of Administrative Services (DOAS) Risk Management recommends that all employees view the Auto Program Training videos. The first video is *Auto Liability Coverage* and will explain key information about auto coverage and whether a person is covered by the State Auto Liability Insurance program or their own personal insurance policy. The second video, *Driving Do's and Don'ts*, discusses best practices when operating a state vehicle or any vehicle on behalf of the state. Please encourage those employees that have not yet seen these videos to view them at this link:

[DOAS Risk Management Insurance Services](#). To locate the videos, scroll down to Auto Program Training videos.

If you have any questions about Auto Liability, please contact Vance Silcott at vsilcott@uga.edu.