UAA Vehicle Insurance & Safety Tips

- **When involved in an accident**, complete an accident report and notify your supervisor immediately. As soon as possible, contact either UAA EHS at 786-1351 or System Office of Risk Services (SORS) at 786-7755. Accident report forms are available at [http://ehsrms.uaa.alaska.edu/Forms%20Start%20Page.htm](http://ehsrms.uaa.alaska.edu/Forms%20Start%20Page.htm). While on travel status, file a report with the local police department if involved in any accident, complete the rental agency’s accident report, and bring back copies for Risk Management. You and your supervisor will then work with UAA EHS and SORS to resolve the case.

- **Proof of Vehicle Insurance** is now being required by some rental agencies and must be kept in all owned university vehicles at all times. A vehicle insurance card can be downloaded from [http://ehsrms.uaa.alaska.edu/Forms%20Start%20Page.htm](http://ehsrms.uaa.alaska.edu/Forms%20Start%20Page.htm). It is important that employees who rent cars have a copy of our “insurance card” with them when picking up cars at rental agencies.

- **Vehicle registration certificates** are available from Statewide Property (907-450-8050) and each owned university vehicle must have a copy in the vehicle.

- **Physically inspect vehicles** when starting and ending shifts. Report damage to supervisors or, if severe, contact UPD at 786-1120 or other appropriate police agencies. It is especially important to inspect rental vehicles when checking them out and returning them to the rental agency. Require official documentation of rental vehicle damage before driving the vehicle away from the lot. Avoid using express check-ins as any damage to the vehicle that occurs after you check it in may be blamed on you and the university will find it very difficult to defend you.

- **Obey all traffic ordinances** and stay within the posted or defined speed limits. All citations and fines are issued against employees’ driver’s licenses and employees are responsible for resolving the infractions and paying fines at their own expense. Breaking traffic laws is not in the course and scope of any employee’s job.

- **Wearing of seatbelts** by all occupants of vehicles-in-motion is mandatory. This is not just university policy, but it is also state law. Seatbelts cannot be shared between individuals. Do not carry passengers in the beds of trucks or in cargo vans without adequate seating.

- **Use of 15-passenger vans** is prohibited within the university system and they cannot be driven by university drivers nor can they carry university passengers. Some commercial airport/hotel shuttles still use 15-passenger vans and those are authorized for now.

- **Personal use of university vehicles** must be authorized in writing. University vehicles can be used for transportation to mandatory meetings, but usually not to voluntary university social events. On occasion, University vehicles are provided to some employees for personal use. Those employees are responsible for having adequate insurance coverage for their personal use of the vehicles. University insurance only applies to the business use of those vehicles.
Report all traffic citations (personal and while working) to supervisors to determine if “UAA Safe Driver” status is affected. Refer to UA’s Transportation Safety Guide at http://ehsrms.uaa.alaska.edu/traveltransportationsafetystart.htm for further details on “Safe Driver” status.

“UAA Safe Driver” status of drivers should be checked each year by supervisors. Supervisors should also periodically remind employees about what “UAA Safe Driver” status means. An assessment tool is available for evaluating inexperienced and student drivers at http://ehsrms.uaa.alaska.edu/traveltransportationsafetystart.htm. Please review UA’s Transportation Safety Guidelines and other information found at UAA’s Transportation Safety site: http://ehsrms.uaa.alaska.edu/traveltransportationsafetystart.htm

There is a $2,500 deductible for vehicles under five years old for physical damage. Physical damage to vehicles over five years old is the responsibility of the departments controlling the vehicles. There is no deductible for liability claims no matter what the age of the vehicle. Accidents that result from the failure of departments and individuals to follow prudent driving practices or these guidelines could result in the denial of claims making the department or individual responsible for damages.

Personal property loss and damage is generally not covered under UAA’s self-insurance policy. Check with your personal insurance carrier for coverage options.

When on travel status, try to use cabs and airport/hotel shuttles. Accidents are more likely to occur when drivers are unfamiliar with the area and vehicle. All things considered, it is often cheaper and safer to use those other modes of transportation. When an employee is authorized personal use of a rental vehicle while on travel status, it is the responsibility of the employee to provide insurance coverage when engaging in personal activities. Employees should check with their private insurance carriers before going on a trip. If you have an accident while going to the shopping mall during your conference travel, it should be reported to your private insurance carrier.

Drivers under the age of 25 years have statistically more accidents than older more experienced drivers. That’s why their insurance rates are higher and most rental agencies won’t rent to younger drivers. Make attempts to assign driving tasks to employees over the age of 25 years whenever possible. If a rental agency refuses to rent a vehicle to a university employee who is under the age of 25, there is nothing the university can do to change the agency’s policy. Please make use of the assessment tool found at http://ehsrms.uaa.alaska.edu/traveltransportationsafetystart.htm to evaluate inexperienced and younger drivers.

Use a spotter and inspect all angles and approaches before backing up vans and trucks with limited visibility and blind spots. Most of UAA fender-benders occur when young drivers are backing up vans.

For more detailed information on transportation safety and UAA’s self-insurance policy go to the EHS/RMS web site at http://ehsrms.uaa.alaska.edu.