LOUISIANA HOUSING CORPORATION

PERSONNEL POLICY NO. 26

SUBJECT: JOB-RELATED AUTOMOBILE ACCIDENTS

I. POLICY:

It is the policy of the Louisiana Housing Corporation that each employee shall comply with Louisiana Administrative Code, LAC 37:3109, regarding the reporting of an accident (or other event in which or a privately-owned vehicle being operated with proper authorization during the course and scope of State employment.

II. PURPOSE:

To set forth rules governing job related automobile accidents.

III. BACKGROUND:

The State of Louisiana provides insurance coverage for liability and physical damage to State-owned and State-leased, licensed vehicles, and excess liability coverage for employee's private automobiles while being excess liability coverage for employee's private automobiles while being. However, when an employee causes an accident and it is determined that he or she was on personal business and not acting in the course and scope of their employment at the time of the accident, then the State's insurance will only pay the statutory minimum limit of the state having jurisdiction.

IV. APPLICABILITY:

This policy applies to all employees of the Louisiana Housing Corporation.

V. PROCEDURE

LAC 37:3109 contains procedures which must be followed in the event of an accident (or other event in which damage occurs) involving a State-owned or State-leased licensed vehicle or a privately-owned vehicle being operated with proper authorization during the course and scope of State employment. The procedural requirements of Title 24, Chapter 4 of the LAC 37:3109 are as follows:

1. All claims for liability or physical damage to State-owned and leased licensed vehicles are to be reported via email to ORM-DA2041@LA.GOV.

2. If a loss involves property damage estimated at $5,000.00 or more or if a loss involves any bodily injury, the loss is to be reported by telephone to the Office of Risk Management's Transportation Claims Unit.

3. All claims are to be submitted on an automobile accident form available from the Office of Risk Management, Loss Prevention Unit within 48 after an automobile accident. Automobile accident reports are to be submitted with as much information as possible; however, if certain information is unavailable, the report is still to be submitted information which was unavailable can be obtained at a later date.

4. Any objects and/or products which may have caused, contributed to, or which are suspected of causing an accident are to be retained and preserved as evidence. If possible, obtain photographs of the accident scene.

5. If a loss occurs or a claim arises, do not assume any obligation or incur any expenses without authority from the Office of Risk Management.

VI. RESPONSIBILITY:

A. Supervisors are responsible for:

1. Assuring that each employee, current and new, is made aware of this policy and its contents and attachments as well as any forthcoming revisions.

2. Insuring compliance with LAC 37:3109 by all employees.

B. Employees are responsible for:

1. Adhering to the stipulations outlined in this policy and its Attachments.

2. Assuring that appropriate authorization is obtained prior to operating a State-owned or State-leased vehicle.

3. Assuring that appropriate authorization is obtained prior to driving a privately-owned vehicle during the course and scope of State employment.

4. Complying with the instructions outlined in LAC 37:3109.

5. Bringing to the attention of the Appointing Authority, supervisor or the Human Resources Director, any violation of this policy.

VII. EXCLUSIONS:

Requests for exceptions to this policy should be submitted to the Appointing Authority along with specific and compelling justification. Any exception to this policy must have the approval of the Appointing Authority or his/her delegated representative.

VIII. QUESTIONS:

Questions regarding appropriate authorization to operate a State-owned or State-leased vehicle, or authorization to operate a privately-owned vehicle during the course and scope of State employment, should be addressed to the Appointing Authority.

Questions regarding the reporting of liability and physical damage to State-owned and State-leased licensed vehicles, or privately-owned vehicles operated during the course and scope of State employment, should be addressed through the employee's immediate supervisor. Other questions regarding this policy should be directed to Human Resources.

IX. VIOLATIONS:

Employees found to have violated this policy may be subject to disciplinary action

Approved by:

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Date