

Office of Risk Management  
State of Louisiana  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION

TO: Heads of All State Agencies, Boards  
and Commissions (Budget and Non-Budget)

FROM: Melissa A. Harris *MAH*  
State Risk Director

DATE: July 1, 2024

RE: Automobile Bodily Injury and Property Damage Liability  
Policy No.: ALPD20242025  
Insurance Co.: State of Louisiana Self-Insurance Fund  
Policy Period: July 01, 2024 to July 01, 2025  
Agent Name/Address: Office of Risk Management  
PO Box 91106  
Baton Rouge, LA 70821-9106

Vehicles owned by the State are exempt from compliance with the Motor Vehicle Safety Responsibility Law, and therefore there is no requirement that proof of insurance be carried in State vehicles per LA R.S. 32:1041.

The Office of Risk Management **will not** be issuing cards which certify that your agency's vehicles are insured under the captioned policy. It is recommended that each agency place a copy of this memorandum in each insured vehicle in the event they are requested to show proof of insurance by a law enforcement officer. **The subject insurance applies to all vehicles owned, rented, leased, or loaned to the State of Louisiana and used for official State business. This does not apply to personal vehicles used on State business.**

This document will continue to be found only on the ORM internet website at <http://www.doa.la.gov/dao/orm> (In the section titled Quick Links at the bottom of the main page, click on the "Proof of Insurance for State Vehicles" link). It will be your agency's responsibility to locate it and print the copies that you need.

In the event of a loss, the Agency should report the claim to Sedgwick Claims Management Services, Inc. at 1-855-267-4400 or visit <http://www.laorm.com/>.

MAH/dd