

July 1, 2010

**INSURANCE INFORMATION NOTICE 2011-4
SUBJECT: VEHICLE INSURANCE COVERAGE**

This Notice replaces Notice 2001-2 issued November 16, 2000.

The State Travel Regulations (PPM 49) govern the use of fleet, rental, and personal vehicles when used for State business. Refer to the OSP website for the newly-revised regulations:
<http://doa.louisiana.gov/osp/travel/travelpolicy.htm>.

State Motor Pool Rental Vehicles

Effective January 19, 2010, the State has an agreement with Enterprise to provide rental vehicles to be used for in-state travel on a daily basis in lieu of fleet vehicles. Enterprise will provide the liability and physical damage coverage on their vehicles under this contract. State motor pool vehicles cannot be used for personal business. Also, see Insurance Information Notice 2011-5.

Other Company and Out-of-State Rental Vehicles

Other rental company vehicles (Hertz, Avis, etc.) rented inside or outside of Louisiana and Enterprise vehicles rented outside of Louisiana continue to be insured through ORM when used on official State business only. ORM will not pay for liability or physical damage claims if a vehicle is not being used for State business at the time of a loss. The loss could cause the traveler to pay the expenses out of his/her own pocket. ORM suggests that an individual check with their personal insurance agent to determine whether rented vehicles are covered prior to making a trip when you might operate the vehicle for personal use. You may also choose to purchase the liability and physical damage coverage offered from the rental company. This expense is not reimbursable. Also, see Insurance Information Notice 2011-5.

Courtesy Vehicles

A courtesy vehicle is a vehicle provided from a dealership, at usually no cost to the state agency, to be used for official business. In some cases, it can be assigned to a specific individual and personal use is allowed. If a courtesy vehicle is used on official state business only, ORM will provide both automobile liability and physical damage coverage. ORM will not provide coverage for a courtesy vehicle, if at the time of an accident, it was being operated for personal use. If you are operating a courtesy vehicle, or any other borrowed vehicle, and an accident occurs, a claims adjuster will investigate to determine if the vehicle was being used on official state business. If it was not, ORM will deny coverage. ORM strongly recommends that the individual assigned the vehicle add it to their personal insurance policy (requesting extended non-owned coverage) prior to taking possession of the vehicle when it will be operated for personal use even part of the time.

Vehicles Hired With A Driver

ORM does not provide coverage for vehicles that are leased, hired, rented or borrowed with a driver. Examples include chartering a bus or van or hiring heavy equipment with an operator.

Personally-Owned Vehicles

Personally-owned vehicles may be used on state business according to PPM 49 guidelines. The owner of the vehicle must maintain at least the Louisiana required minimum limits of insurance. The owner's insurance is primary even while the vehicle is being used for official state business. ORM will provide excess insurance over and above the primary limits, if needed, in the event of an accident while on state business. ORM recommends that each individual consistently using their personal vehicle on state business make their insurance company aware of it. An insurance company has the right to deny a claim if they have not been given accurate information about vehicle usage. Also, see Insurance Information Notice 98-2.

If you have any questions about this information, please contact Melissa Harris at (225) 342-8414.