
SECTION	1	FLEET OPERATIONS
SUBJECT	1.5	INSURANCE CLAIMS & DRIVER SAFETY CLASS

INTRODUCTION

This procedure is issued to establish the processes and requirements for Vehicle Insurance Claims and Driver Safety Classes.

AUDIENCE

Applicable to all Logistics' Fleet Planning Staff.

GUIDELINES

1. Insurance Claims

- A. If any UTMB vehicle is involved in an accident, regardless of fault, the accident shall be reported to UT System's Insurance Carrier in accordance with UT System's Business Procedure Memorandum No. 16-05-02.
- B. If the accident is the UTMB Driver's fault, UT System's Insurance Carrier will process the claim.
- C. If the accident is the other parties fault, Logistics/Fleet Planning will contact the other parties Insurance Carrier and expedite the claim.
- D. All vehicles involved in an accident shall be brought to the Fleet Service Center, if possible, for evaluation and documentation of the damage.

2. Driver Safety Class

- A. Logistics/Fleet Planning shall establish a Driver Safety Class to satisfy the requirements of UT System's Business Procedure Memorandum No. 16-05-02. The Class and its instructor must be certified by the National Safety Council.
- B. All Drivers must attend Logistics/Fleet Planning's Driver Safety Course within thirty (30) days of being assigned to operate a UTMB vehicle. Thereafter, they must attend the course, at least, once every three (3) years while their duties include the operation of a UTMB vehicle.
- C. Logistics/Fleet Planning shall maintain a database of all Drivers as prescribed under System's Business Procedure Memorandum No. 16-05-02, and track each Driver's safety certification.
- D. On a monthly basis, Logistics/Fleet Planning shall notify the Departmental Vehicle Coordinators of their Drivers that need to be certified and/or re-certified, and schedule them to attend a Class as appropriate.
- E. The Driver Safety Class must be held periodically, as required, to re-certify existing Driver and certify new Drivers.

EXCEPTIONS

There will be no exceptions unless by formal addendum to this procedure or other formal written exception by the Manager for Logistics/Fleet Planning

REFERENCES

UT System's Business Procedure Memorandum No. 16-05-02; (<http://www.utsystem.edu/bpm/16.htm>)
