



**State of Tennessee Auto Liability Program**  
*A Program of the Tennessee Treasury Department*  
*Division of Claims and Risk Management*

## **Auto Accident Reporting Instructions**

**IF YOU ARE INVOLVED IN AN AUTO ACCIDENT WHILE DRIVING A STATE VEHICLE, RENTAL, OR YOUR OWN VEHICLE WHILE IN THE COURSE OF YOUR EMPLOYMENT, FOLLOW THE INSTRUCTIONS BELOW:**

- 1.** Don't leave the scene. Be prepared to communicate ALL details of the incident to the State's adjuster.
- 2.** Call emergency services (911 or police non-emergency number) as needed.
- 3.** Take at least 4 photos of both vehicles, license plates, parking situation, insurance card for other party, and any notable unrelated damages. Include photo of the other party if applicable.
- \*4.** Call the State of TN Auto Accident Call Center immediately to report the incident, then call your supervisor and follow your department's applicable procedures.
- 5.** Do not admit fault in the accident or promise coverage or reimbursement to anyone.

**State of TN Auto Accident Call Center:**  
**(855) 253-0629**

**Be prepared to provide the following information to the Call Center:**

- Incident date, time, and location
- State driver's name, phone number, and email
- Any/all other drivers' names and phone numbers, plus emails if available
- Any other involved passengers' names and phone numbers, plus emails if available
- Vehicle information for all vehicles, including license plate number and/or VIN
- Your State Supervisor's name, phone number, or other contact information
- Confirm if any fatalities or non-fatal injuries occurred

**IF YOU HIT AN UNOCCUPIED VEHICLE:**

- 1.** Fill out a Damage Notification Card and leave it on the unoccupied vehicle.
- \*2.** Call the State of TN Auto Accident Call Center immediately at (855) 253-0629 with date, time, and location of the incident, as well as any additional information you may have.
- 3.** Take photos of both vehicles, as well as the license plate and VIN tag of the other vehicle (on the driver-side dash, near the windshield).

***\*The call to State of TN Auto Accident Call Center is required only for accidents involving two or more parties, where one party is a citizen or a citizen's vehicle. Do not call the State of TN Auto Call Center if damage is only to State vehicles.***



Tennessee Department of Treasury; October 2018; 4,000 copies. This public document was promulgated at a cost of 3¢ each.



State Treasurer David H. Lillard, Jr.

**DIVISION OF**  
**CLAIMS & RISK**  
**MANAGEMENT**

## DAMAGE NOTIFICATION

The State of Tennessee is providing you this notification relative to damage that occurred to your vehicle while it was unoccupied. To obtain information about this incident, please contact the State of TN Auto Accident Call Center using the phone number below.

The Call Center works on behalf of the State to obtain information, investigate, and provide claim services. The owner of the damaged property/vehicle may call the State of TN Auto Accident Call Center toll-free for assistance at:

**(855) 253-0629**

Provide the following information when calling:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

State Agency: University of Tennessee

**State of Tennessee Treasury Department  
Division of Claims and Risk Management**

*Receipt of this notification is not an admission of liability or a promise that damages will be paid.*



Tennessee Department of Treasury; April 2018; 4,000 copies. This public document was promulgated at a cost of .005¢ each.

## DAMAGE NOTIFICATION

The State of Tennessee is providing you this notification relative to damage that occurred to your vehicle while it was unoccupied. To obtain information about this incident, please contact the State of TN Auto Accident Call Center using the phone number below.

The Call Center works on behalf of the State to obtain information, investigate, and provide claim services. The owner of the damaged property/vehicle may call the State of TN Auto Accident Call Center toll-free for assistance at:

**(855) 253-0629**

Provide the following information when calling:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

State Agency: University of Tennessee

**State of Tennessee Treasury Department  
Division of Claims and Risk Management**

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Tennessee Department of Treasury; April 2018; 4,000 copies. This public document was promulgated at a cost of .005¢ each.

## DAMAGE NOTIFICATION

The State of Tennessee is providing you this notification relative to damage that occurred to your vehicle while it was unoccupied. To obtain information about this incident, please contact the State of TN Auto Accident Call Center using the phone number below.

The Call Center works on behalf of the State to obtain information, investigate, and provide claim services. The owner of the damaged property/vehicle may call the State of TN Auto Accident Call Center toll-free for assistance at:

**(855) 253-0629**

Provide the following information when calling:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

State Agency: University of Tennessee

**State of Tennessee Treasury Department  
Division of Claims and Risk Management**

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Tennessee Department of Treasury; April 2018; 4,000 copies. This public document was promulgated at a cost of .005¢ each.

## DAMAGE NOTIFICATION

The State of Tennessee is providing you this notification relative to damage that occurred to your vehicle while it was unoccupied. To obtain information about this incident, please contact the State of TN Auto Accident Call Center using the phone number below.

The Call Center works on behalf of the State to obtain information, investigate, and provide claim services. The owner of the damaged property/vehicle may call the State of TN Auto Accident Call Center toll-free for assistance at:

**(855) 253-0629**

Provide the following information when calling:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

State Agency: University of Tennessee

**State of Tennessee Treasury Department  
Division of Claims and Risk Management**

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Tennessee Department of Treasury; April 2018; 4,000 copies. This public document was promulgated at a cost of .005¢ each.



## You had an accident. Now what?

If you are driving a state vehicle, rental, or your own vehicle on official State business, follow these instructions if an auto accident occurs:

- 1.** Don't leave the scene. Be prepared to communicate ALL details of the incident to the State's adjuster.
- 2.** Call emergency services (911 or police non-emergency number) as needed.
- 3.** Take at least 4 photos of both vehicles, license plates, parking situation, insurance card for other party, and any notable unrelated damages. Include photo of the other party if applicable.
- 4.** Call the State of TN Auto Accident Call Center immediately at (855) 253-0629 to report the incident, then call your supervisor and follow your department's applicable procedures.
- 5.** Do not admit fault in the accident or promise coverage or reimbursement to anyone.

### Provide to the Call Center:

- Incident date, time, and location
- State driver's name, phone number, and email
- Any other driver's name, phone number, and email
- Vehicle info. for all vehicles, including license plate # and/or VIN
- Supervisor's name and contact information
- Confirm if any injuries/fatalities occurred

### If you hit an unoccupied vehicle:

- 1.** Fill out a Damage Notification Card and leave it on the unoccupied vehicle.
- 2.** Call the State of TN Auto Accident Call Center immediately at (855) 253-0629 with date, time, and location of the incident, as well as any additional information you may have.
- 3.** Take photos of both vehicles, as well as the license plate and VIN tag of the other vehicle (on the driver-side dash, near the windshield).

**State of TN Auto Accident Call Center: (855) 253-0629**



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