

April 23, 2010

To: UWF Departmental Vehicle Custodians and/or Persons engaged in official state business who are driving vehicles that are State-titled, Rented or personally owned.

From: Office of Environmental Health and Safety, Department of Public Safety and Management Services

The Florida Department of Financial Services, Division of Risk Management (DRM), has issued the following documents:

1. **A MODEL VEHICLE USE POLICY** for state-owned vehicles
2. **“WHAT TO DO IN CASE OF AN AUTOMOBILE ACCIDENT, KNOW BEFORE YOU GO”** brochure
3. **OptaComp information card** – OptaComp is the State Worker’s Comp medical case management contractor

In the event of a vehicle accident, the employee must contact OptiComp and report accident-related injuries. The telephone number can be found in the Vehicle Use Policy instructions and on the “OptiComp Wallet Card”. Information about the vehicle crash must be recorded on the form DFS-DO-261 (the “KNOW BEFORE YOU GO” brochure) and FAX’ d to the DRM telephone number provided. Also, the crash must be reported by phone to the DRM during work hours.

Printed on the reverse of this page is the Department of Financial Services, Division of Risk Management’s Model Vehicle Use Policy. The policy outlines the procedure for timely reporting of vehicle accidents and associated workers’ compensation injuries, in accordance with Sections 284.30 and 284.31, Florida Statutes, and Chapter 284, Part II, Florida Statutes. Additionally, please continue to notify UWF Assistant Controller Doyle Pitts of any incidents regarding university vehicles. Mr. Pitts can be contacted by email at dpitts@uwf.edu or by phone at 850-474-3028.

The “WHAT TO DO IN CASE OF AN AUTOMOBILE ACCIDENT, ‘KNOW BEFORE YOU GO’” brochure is also attached. The brochure includes specific information on what to do if involved in an automobile accident while on official state business, safety tips, and important reporting information. This is also referenced in the Model Vehicle Use Policy.

In an effort to prevent accidents, and assure the safety of employees and volunteers conducting official state business, all state-owned vehicles must carry a copy of the Model Vehicle Use Policy or your agency vehicle use policy, “KNOW BEFORE YOU GO” brochure, and an OptaComp® wallet card, as referenced in the Vehicle Use Policy, which is printed on the reverse of this notification. This information can also be found at the UWF Environmental Health and Safety Office website: www.uwf.edu/envhs/

Please inform each of your department’s authorized vehicle operators that this policy is in effect immediately and no later than May 1, 2010.

Thank you,

Peter Robinson, EH&S Director

EH&S 50110 –R1

State Of Florida
DEPARTMENT OF FINANCIAL SERVICES
DIVISION OF RISK MANAGEMENT
VEHICLE USE POLICY
REPORTING VEHICULAR RELATED ACCIDENTS AND INJURIES

INTRODUCTION

This policy is applicable to **all** vehicular accidents and **all** employees and volunteers engaged in official state business (insured agents) involving state-titled, rented or personal vehicles. Each insured entity shall implement a Vehicle Use Policy delineating the procedures for proper and timely reporting of vehicle accidents and injuries in accordance with Florida Statutes, sections 284.30 and 284.31 and Chapter 284, Part II.

All entities must provide the document DFS-DO-261 *WHAT TO DO IN CASE OF AN AUTOMOBILE ACCIDENT "KNOW BEFORE YOU GO"* to **all** insured agents, as required by the Department of Financial Services Division of Risk Management.

OPERATING AND REPORTING REQUIREMENTS

1. Insured entities will equip **all** State-titled vehicles with:
 - a. An easily accessible copy of DFS-DO-261 *WHAT TO DO IN CASE OF AN AUTOMOBILE ACCIDENT "KNOW BEFORE YOU GO"* brochure and
 - b. OptaComp Workers' Compensation Claim Reporting Wallet Card affixed in plain view to the driver's side visor.

2. Insured entities shall assure **all** insured agents approved for official state business travel and use of a state-titled, rented or personal vehicle, are:
 - a. Properly trained and instructed on how to report vehicular accidents and injuries, and
 - b. Presented with reporting document DFS-DO-261 *WHAT TO DO IN CASE OF AN AUTOMOBILE ACCIDENT "KNOW BEFORE YOU GO"*, and
 - c. Properly trained on how to report vehicular accident related injuries to the State's medical case management contractor.

3. In the event of an accident, insured agents must:
 - a. Immediately report insured agent accident-related injuries to the State's workers' compensation medical case management contractor, OptaComp, by dialing **1 877-518-2583**. OptaComp personnel are available to take calls 24 hours a day, 365 days a year.
 - b. Complete reporting document DFS-DO-261 *WHAT TO DO IN CASE OF AN AUTOMOBILE ACCIDENT "KNOW BEFORE YOU GO"* and,
 1. Submit reporting document DFS-DO-261 to DRM via facsimile to **(850) 488-6992**, and
 11. Call and report the accident to the DRM by dialing **(850) 413-3122** Monday through Friday, 8AM until 5PM.