

## 15.3 Motor Vehicle Accidents

### Policy Statement

The University of Illinois System must report any motor vehicle accident, involving employees acting within the scope or course of university business to the Department of Central Management Services (CMS), where accident is defined as damage to state-owned property and/or damage to another party's property or harm to their person. Employees must report any motor vehicle accident to their university office, as determined by the category of motor vehicle.

### Reason for the Policy

The system is subject to and complies with the [Illinois Administrative Code \(Section 5040.520\)](#). **If an accident is incorrectly reported, the State of Illinois may refuse to defend the employee in a lawsuit or to pay a judgment on their behalf.** The system may suspend an individual driver or an entire unit from further use of system motor vehicles should they fail to report accidents correctly.

### Applicability of the Policy

All accidents involving motor vehicles operated by employees within the scope or course of university business.

### Procedure

Employees involved in a motor vehicle accident must report the incident to law enforcement while still at the scene.

Employees must then follow reporting requirements that apply to their category of motor vehicle.

### University Motor Pool Vehicle

1. Employee consults the Accident Response Plan that is in the vehicle glove compartment.
2. Employee reports the accident to their university motor pool office and immediate supervisor within **24 hours** of the incident, or the next business day after a weekend or system holiday. Any documentation received or created as a result of an accident should be provided to the university motor pool office.
  - UIUC Transportation and Automotive Service: 217/333-3910
  - UIC Transportation: 312/996-2842, and in-person visit at 1351 S. Morgan
  - UIS Motor Pool, Cindy Ervin: 217/206-6531, cervi1@uis.edu
3. Employee consults with their university motor pool office to complete an Illinois Motorist Report (SR-1), or out-of-state equivalent, within **3 days** of the incident. Employee's supervisor may complete the form if the employee is unable to do so.
4. Motor pool office must submit a copy of the completed Illinois Motorist Report (SR-1), or out-of-state equivalent.
  - UIUC – Illinois Motorist Report (SR-1) is sent to the Office of Treasury Operations Claims Management, 217/244-8359, treasuryoperations@uillinois.edu.
  - UIC and UIS– Move to step 5.
5. Within **7 calendar days** of the incident:

- UIUC - the Office of Treasury Operations Claims Management must submit the Illinois Motorist Report (SR-1), or out-of-state equivalent, to Central Management Services (CMS).
- UIC - UIC Transportation must submit the Illinois Motorist Report (SR-1), or out-of-state equivalent, directly to CMS.
- UIS - UIS Motor Pool must submit the Illinois Motorist Report (SR-1), or out-of-state equivalent, directly to CMS.

6. Employee should consider notifying their personal auto insurance carrier of the accident.

### **Commercial Rental Vehicle**

1. Employee reports the accident to the car rental company and follows their instructions.
2. Employee reports the accident to their university motor pool office and immediate supervisor within **24 hours** of the incident, or the next business day after a weekend or system holiday. Any documentation received or created as a result of an accident should be provided to the university motor pool office.
  - UIUC Transportation and Automotive Service: 217/333-3910
  - UIC Transportation: 312/996-2842, and in-person visit at 1351 S. Morgan
  - UIS Motor Pool, Cindy Ervin: 217/206-6531, cervi1@uis.edu
3. Employee consults with university motor pool office to complete an Illinois Motorist Report, or out-of-state equivalent, within **3 days** of the incident. Employee's supervisor may complete the form if they are unable to do so.
4. Motor pool office must submit a copy of the completed Illinois Motorist Report (SR-1), or out-of-state equivalent.
  - UIUC - Illinois Motorist Report (SR-1), or out-of-state equivalent is sent to the Office of Treasury Operations Claims Management, 217/244-8359, treasuryoperations@uillinois.edu.
  - UIC and UIS- Move to step 5.
5. Within **7 calendar days** of the incident:
  - UIUC - the Office of Treasury Operations Claims Management must submit the Illinois Motorist Report (SR-1), or out-of-state equivalent, to CMS.
  - UIC - UIC Transportation must submit the Illinois Motorist Report (SR-1), or out-of-state equivalent, directly to CMS.
  - UIS - UIS Motor Pool must submit the Illinois Motorist Report (SR-1), or out-of-state equivalent, directly to CMS.
6. Employee should consider notifying their personal auto insurance carrier of the accident, for **reporting purposes only**.

## Personal Vehicle While on University Business

1. Employee reports the accident to their personal auto insurance carrier and follows their instructions.
2. Employee consults with university motor pool office to complete an Illinois Motorist Report (SR-1), or out-of-state equivalent, within **3 days** of the incident. Employee's supervisor may complete the form if they are unable to do so.
  - UIUC Transportation and Automotive Service: 217/333-3910
  - UIC Transportation: 312/996-2842, and in-person visit at 1351 S. Morgan
  - UIS Motor Pool, Cindy Ervin: 217/206-6531, cervi1@uis.edu
3. Motor pool office must submit a copy of the completed Illinois Motorist Report (SR-1), or out-of-state equivalent.
  - UIUC – Illinois Motorist Report (SR-1) is sent to the Office of Treasury Operations Claims Management, 217/244-8359, treasuryoperations@uillinois.edu
  - UIC and UIS– Move to step 4.
4. Within **7 calendar days** of the incident:
  - UIUC - the Office of Treasury Operations Claims Management must submit the Illinois Motorist Report (SR-1), or out-of-state equivalent, to CMS.
  - UIC - UIC Transportation must submit the Illinois Motorist Report (SR-1), or out-of-state equivalent, directly to CMS.
  - UIS – UIS Motor Pool must submit the Illinois Motorist Report (SR-1), or out-of-state equivalent, directly to CMS.

### Filling Out the Illinois Motorist Report

For information on how to complete the Illinois Motorist Report correctly, consult the 'Instructions' on the main page of the online report or review [Example of a Completed Illinois Motorist Report](#) for paper form submissions.

### Personal Insurance Coverage – University Motor Pool Vehicles and Commercial Rental Vehicle

Employees should consider notifying their personal auto insurance carrier of an accident, for reporting purposes only, even when the incident did not occur in a personal vehicle. If the claim is reported after the 7-day deadline to CMS and/or the accident occurred during non-business use of the vehicle, the State of Illinois will deny the claim. Your personal insurance carrier will then become your primary insurance.

### Personal Insurance Coverage – Personal Vehicles

Employees should notify their personal auto insurance carrier of an accident. The State of Illinois Self-Insured Motor Vehicle Liability Plan only provides liability coverage after your personal auto insurance has been exhausted. Consult [How Your Personal Insurance Becomes Involved in a Claim](#). The State Plan does not provide collision coverage for your personal vehicle and the University does not reimburse personal insurance deductibles. Contact your tax advisor to determine if any insurance deductible can be deducted on your personal tax return.

## **Insurance Coverage for Passengers**

System drivers and passengers are covered by Workers' Compensation benefits if injured while acting within the scope or course of university business. Non-employee passengers are not covered by the State of Illinois Self-Insured Motor Vehicle Liability Plan so should contact their personal insurance. On a case-by case basis, the system may choose to aid an individual with medical costs, should circumstances warrant. Under no circumstance will the system pay more than \$10,000 in medical payments on behalf of an individual in such a situation.

## **Forms Used in this Procedure**

[Example of a Completed Illinois Motorist Report](#)

## **Additional Resources**

University Motor Pool Offices:

Chicago: [UIC Transportation Campus Auto Rental Service \(CARS\)](#)

Springfield: [Facilities and Services Motor Pool](#)

Urbana-Champaign: [Facilities and Services Car Pool](#)

[Office of Treasury Operations Claims Management Illinois Administrative Code \(Section 5040.520\)](#)

[How Your Personal Insurance Becomes Involved in a Claim](#)

[Car Rental](#)