



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT DIVISION  
2101 WASHINGTON STREET, EAST  
P.O. BOX 50121  
CHARLESTON, WEST VIRGINIA 25305-0121

## ACCIDENT PROCEDURES

Accidents must be investigated by the spending unit within two (2) calendar days of the accident. The Agency Fleet Coordinator must provide to the Board of Risk and Insurance Management (BRIM) an accident report with sufficient detail to determine the circumstances of the accident.

1. Driver must contact law enforcement agency where the collision occurred.
2. Driver must notify their Agency Fleet Coordinator as soon as possible.
3. Agency Fleet Coordinator / driver must provide to BRIM an Insurance Loss Notice form which must be completed within 48 hours of the collision in order to submit a claim for an automobile accident. This form can be submitted one of the following ways:
  - a. Electronically on the BRIM website: <http://www.BRIM.wv.gov>
  - b. Scanned and emailed to: [BRIM.claims@wv.gov](mailto:BRIM.claims@wv.gov)
  - c. Mailed with the original and one copy to:  
Board of Risk & Insurance Management, Claims Management  
1124 Smith Street, Suite 4300  
Charleston, WV 25301  
Telephone: 304-766-2646  
Fax: 304-558-6004  
Toll-free: 800-345-4669
4. Estimates: If damage is more than \$2,500, an adjuster will evaluate the damage. Otherwise, two estimates must be submitted with the form. There is a \$1,000 deductible amount payable by the agency. The insurer reserves the right to inspect all damages prior to repairs being completed. Prior to securing the estimates, the spending unit should await contact from the insurer as to how it wishes to proceed.
5. The Agency Fleet Coordinator must send a copy of all pertinent information and written notification stating date and repair completion as soon as possible.
6. **If the vehicle is a total loss, the Fleet Management Division must be notified immediately.**

**Reminder: All vehicles being retired must show normal wear and tear and be free of any accident damages.**