



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

MEMORANDUM

TO: ALL AGENCY FLEET COORDINATORS

State vehicles, which are leased/financed through the Department of Administration (DOA)/Fleet Management Division (FMD), are owned by DOA/FMD, and are insured by the Board of Risk and Insurance Management (BRIM) through the agency operating the vehicle. This insurance provides coverage for any incidents or accidents.

Therefore, reporting of your agency's vehicle information is the Agency Fleet Coordinator's responsibility. Further incidents or accidents are the "leasing" agency's duty to report to BRIM within 48 hours.

Once the adjuster has evaluated the damage to the vehicle and **IF** it is determined to be a total loss, this information **MUST** be communicated to FMD. Also, BRIM/AIG **MUST** be notified that the total loss documents need to be redirected to:

Department of Administration
Fleet Management Division
2101 Washington Street East
Charleston, WV 25305

ATTN: Stephanie Lane
Stephanie.E.Lane@wv.gov
PH # (855)-817-1910

By following these steps, we will avoid any duplication of effort on everyone's behalf as well as accelerate the payment of the claim.

Thanks to each of you for your assistance with this matter.