

## 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 their employment to the Department of Central Management Services (CMS). Employees must report any motor vehicle accident to the appropriate 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 you do not report the accident correctly the State of Illinois may refuse to defend you in a lawsuit or to pay a judgment on your 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 their employment.

### 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. Report the accident to your university motor pool office and your immediate supervisor within **24 hours**, or the next business day after a weekend or system holiday.
2. Complete and submit an [Illinois Motorist Report](#), or out-of-state equivalent, as instructed on the form.
3. Within **3 days** of the incident submit a copy of your completed [Illinois Motorist Report](#), or out-of-state equivalent to your university motor pool office. Your supervisor may complete the form if you are unable to do so.

If the vehicle has been permanently assigned to your unit, you or your supervisor must submit a copy of the completed [Illinois Motorist Report](#), or out-of-state equivalent to the Office of Treasury Operations Claims Management (Urbana-Champaign and Springfield). In Chicago, submit the report to UIC Transportation.

4. Notify your personal auto insurance carrier of the accident.

### Commercial Rental Vehicle

1. Report the accident to the car rental company and follow their instructions.
2. Report the accident to your university motor pool office and your immediate supervisor within **24 hours**, or the next business day after a weekend or system holiday.
3. Complete and submit an [Illinois Motorist Report](#), or out-of-state equivalent, as instructed on the form.
4. Within **3 days** of the incident submit a copy of your completed [Illinois Motorist Report](#), or out-of-state equivalent to your university motor pool office. Your supervisor may complete the form if you are unable to do so.
5. Notify your personal auto insurance carrier of the accident.

### Personal Vehicle

1. Report the accident to your personal auto insurance carrier and follow their instructions.
2. Report the accident to your immediate supervisor within **24 hours**, or the next business day after a weekend or system holiday.
3. Complete and submit an [Illinois Motorist Report](#), or out-of-state equivalent.
4. Within **3 days** of the incident submit a copy of your completed [Illinois Motorist Report](#), or out-of-state equivalent to Office of Treasury Operations Claims Management (Urbana-Champaign and Springfield). In



Chicago, submit the report to UIC Transportation. Your supervisor may complete the form if you are unable to do so.

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

Employees should always notify their personal auto insurance carrier of an accident, even if 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.

### Insurance Coverage for Passengers

System drivers and passengers are covered by Workers' Compensation benefits if injured while acting within the scope or course of their employment. 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

[Illinois Motorist Report](#)

[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](#)