



## Memorandum

To: All Agencies  
From: Scott Jordan, Director, Division of Risk Management  
Date: January 25, 2018  
Subject: Personal Vehicle Use for State Business

It is desirable to periodically remind everyone of the requirements and restrictions covering use of personal vehicles on state business. Please distribute this information within your agency.

Definition of state business. AS 09.50.253 h (1) provides legal definition of when an employee is acting within the scope of the employee's office or employment. For personal vehicle use for state business this typically extends to driving for a specific business errand; from one state office to another; or travel done in the performance of field work. It does not extend to routine travel between your workplace and home. Travel between a residence and an airport may be considered state business if the purpose of the air travel was state business.

### Insurance

A. Liability. Alaska State law (AS 28.20.440) requires all vehicle owners to maintain auto liability insurance and establishes minimum amounts of coverage. Anyone using his or her personal vehicle on state business must carry auto liability insurance. In the event of an accident, your personal auto liability insurance will cover damages and medical expenses to any third party up to the maximum limit of your policy. The State of Alaska will usually cover any liability exposure in excess of your own liability coverage [except when the Attorney General determines the employee was not acting within the scope of the employee's office or employment at the time of the incident out of which the claim arose (AS 09.50.253) e.g., driving while intoxicated]. Most insurance companies include incidental business use of a personal vehicle within their standard policy form. Considerable or frequent business use may require an endorsement to your policy. Consult your insurance company for more information.

B. Collision. Your own collision insurance, if any, covers physical damage to your own vehicle while on state business. The state does not insure any physical damage to your vehicle while on state business. If another party is at fault, you may be able to recover your damages through legal action brought by yourself or your insurance company on your behalf. The State of Alaska will not participate in any legal action brought to recover physical damages as a result of an accident involving your personal vehicle while on state business.

C. Workers' Compensation. An injury resulting in lost work time or medical expenses to a State employee driving or riding as a passenger while on official State business will be handled as a routine workers' compensation claim.

E. Notification of Claims or Accident. You are required by State law to notify the Department of Administration, Division of Motor Vehicles, of any accident involving personal injury or damage totaling \$500 or more. In addition to this, if you have an auto accident while on State Business, you are required to complete State Form 02-919, Liability Accident Notice, and forward it to the Division of Risk Management.

Risk Management Claims Procedure Manual is available online at

<http://intra1.admin.state.ak.us/drm/intranet/pdf/claimsmanual.pdf> - <http://intra1.admin.state.ak.us/drm/int>.

Sincerely,



Scott Jordan  
Director