

AMHS Vehicle Accident/Property Damage Report Instructions

There has been a lot of confusion about exactly what to do when someone claims AMHS caused damage to their vehicle/property. The Vehicle Accident/Property Damage Report has been revised in an effort to make the report easier for AMHS employees to complete and to provide the Division of Risk Management with all information needed to review a potential claim. The State of Alaska is self-insured for liability incidents through the Division of Risk Management.

The intended use of this report is for AMHS employees to detail in writing the circumstances of an incident based their action(s) and/or observations of events. This is an internal agency form only and is not intended to be utilized by or given to the owner/operator of the vehicle/property.

Owner/operators want to walk away with instructions for claim filing and agency contact information. Since this report is used for internal agency use only (**no copy of this form to the owner/operator**), the Division of Risk Management created a business card providing Liability Claim Filing Instructions and direct contact information. **Provide a business card to the owner/operator and instruct them to follow the instructions on the card to initiate their written claim to the Division of Risk Management.**

Expectations:

DO NOT:

- **DO NOT provide the owner/operator with a copy of this report**
- **DO NOT** admit fault
- **DO NOT** suggest responsibility or accept liability
- **DO NOT** tell the owner/operator repairs will be paid for
- **DO NOT** have the owner/operator complete ANY part of this report
- **DO NOT** record the owner/operators opinion on this form
- **DO NOT** accept any documentation from the owner/operator

- ### **DO:**
- ✓ **DO give the owner/operator Risk Management's Liability Claim Filing Instruction Business Card**
 - ✓ **DO** advise the owner/operator that procedures require your preparation of this report; submission of this report does not acknowledge liability on behalf of the State nor effects automatic payment
 - ✓ **DO** complete the entire report in clear (legible) print, except signatures of course
 - ✓ **DO** detail your account/opinion of the incident – more description is always better than not enough
 - ✓ **DO** take pictures of damages including the area the incident occurred, if relevant
 - ✓ **DO** ensure the owner/operator's name is spelled correctly
 - ✓ **DO** ensure the owner/operator's mailing address and phone number are accurate

Please promptly distribute the completed form and pictures as indicated at the bottom of the report. If the owner/operator has questions regarding this process, refer them to the contact information located on the Division of Risk Management's Liability Claim Filing Instruction Business Card.

State of Alaska
Department of Administration
Division of Risk Management
P.O. Box 110218
Juneau, AK 99811-0218

Phone: (907) 465-2183
Fax: (907) 465-3690