**IF YOU ARE RENTING A VEHICLE:**

1. Use rental agencies that are on the State contract.
   - When renting, be sure to inform the agency that the rental is under the contract for the State of Georgia (Enterprise: **SWC 070765** / National: **5004625**).
   - The price under this contract automatically includes collision/liability damage waiver. If renting under the State contract, you should decline any coverage on the form.
   - The automatic coverage provided by the rental agency is only extended to State employees on official business. Although your spouses may be State employees, they are not covered if they are simply accompanying you on your trip.
   - Be familiar with the terms of the State contract. Only a State employee may drive the vehicle. You cannot use the vehicle to transport persons or property for hire. You cannot tow trailers or other vehicles. Contact UWG Travel Services (678-839-6390) or go to their website (http://www.bf.westga.edu/Travel/) for access to the contracts and other important information.

2. If you do not use a vendor on the State contract, you must purchase the collision/liability damage waiver to ensure that you will not be held personally responsible for any damage due to a no-fault, uninsured driver, or drive-off accident.

3. For personal and overseas travel, purchase the liability/collision damage waiver.

---

**State of Georgia Government Vehicle**  
**Georgia Liability Insurance Identification Card**

- **Important – See Other Side**
- **Insurer:** State of Georgia DOAS/RMS Self-Insurance Program
- **Policy Numbers:** TCP – 401 – 14 - 10 / CGL – 401 – 14 - 10
- **Coverage:** July 1, 2009 – June 30, 2010
- **Insured:** State of Georgia Government or State employees while operating a vehicle within the scope and course of employment.

Card Issued by DOAS Risk Management Services – Fleet  
(modified by UWG Risk Management/EHS)

---

**Warning:** This card is not to be used for the registration of a privately-owned vehicle. Any person using this card for such a purpose may be subject to criminal prosecution.
If you are in an accident, be sure to get the following information before leaving the area:

1) Date, Time, Place;
2) Your Vehicle – year, make, model, tag;
3) Describe Accident. Include:
   - Direction each vehicle was traveling,
   - Weather conditions,
   - Details of accident.
4) For all individuals include: name, address, employer, home and work phone numbers. Describe injuries claimed and observed; ID hospital, if applicable;
   - Insured (State Employee) driver
   - Your passengers
   - Other driver
   - His/ her passengers
   - Witnesses
5) Other vehicle(s): year, make, model, tag, insurance co. and policy #;
6) Police: agency, officer, citations issued (?), to whom?

**IMPORTANT NOTES FROM UWG RISK MANAGEMENT:**

THIS POLICY IS FOR LIABILITY ONLY. IT DOES NOT COVER DAMAGE TO YOUR PERSONAL, LEASED, OR RENTED VEHICLE.

- Damage to your personal or leased vehicle should be covered by your personal auto collision/comprehensive insurance, if you have this coverage.
- Damage to your rental vehicle should be covered by the rental agency if you have properly rented the vehicle per the State contract, or if you have purchased the collision/loss damage waiver (for off-contract rentals). See the next page for more information

THIS POLICY IS ONLY INTENDED FOR STATE EMPLOYEES DRIVING ON OFFICIAL BUSINESS.

Coverage is NOT extended to:
- Running personal errands, pleasure excursions, shopping.
- Stops and excursions that do not support the purpose of the travel.
- Drivers who are not paid employees of the State of Georgia.

ALL LIABILITY AND PROPERTY COVERAGE PROVIDED BY THE STATE OF GEORGIA AND RENTAL COMPANIES IS VOIDED IF DRIVER IS NOT ON STATE BUSINESS, UNDER THE INFLUENCE OF INTOXICANTS, OR OTHERWISE BREAKING THE LAW.

FOR MORE INFORMATION, CONTACT UWG RISK MANAGEMENT (678-839-6277)