



**State of Tennessee Auto Liability Program**  
*A Program of the Tennessee Treasury Department*  
*Division of Claims and Risk Management*

# Auto Accident Reporting Instructions

**IF YOU ARE INVOLVED IN AN AUTO ACCIDENT WHILE DRIVING A STATE VEHICLE, RENTAL, OR YOUR OWN VEHICLE WHILE IN THE COURSE OF YOUR EMPLOYMENT, FOLLOW THE INSTRUCTIONS BELOW:**

- 1.** Don't leave the scene. Be prepared to communicate ALL details of the incident to the State's adjuster.
- 2.** Call emergency services (911 or police non-emergency number) as needed.
- 3.** Take at least 4 photos of both vehicles, license plates, parking situation, insurance card for other party, and any notable unrelated damages. Include photo of the other party if applicable.
- 4.** Call the State of TN Auto Accident Call Center immediately to report the incident, then call your supervisor and follow your department's applicable procedures.
- 5.** Do not admit fault in the accident or promise coverage or reimbursement to anyone.

**State of TN Auto Accident Call Center:**  
**(855) 253-0629**

**Be prepared to provide the following information to the Call Center:**

- Incident date, time, and location
- State driver's name, phone number, and email
- Any/all other drivers' names and phone numbers, plus emails if available
- Any other involved passengers' names and phone numbers, plus emails if available
- Vehicle information for all vehicles, including license plate number and/or VIN
- Your State Supervisor's name, phone number, or other contact information
- Confirm if any fatalities or non-fatal injuries occurred

**IF YOU HIT AN UNOCCUPIED VEHICLE:**

- 1.** Fill out a Damage Notification Card and leave it on the unoccupied vehicle.
- \*2.** Call the State of TN Auto Accident Call Center immediately at (855) 253-0629 with date, time, and location of the incident, as well as any additional information you may have.
- 3.** Take photos of both vehicles, as well as the license plate and VIN tag of the other vehicle (on the driver-side dash, near the windshield).

*\*The call to State of TN Auto Accident Call Center is required only for accidents involving two or more parties, where one party is a citizen or a citizen's vehicle. Do not call the State of TN Auto Call Center if damage is only to State vehicles.*



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