

INSURANCE INFORMATION NOTICE 2015-3

SUBJECT: State Pool Car Program / DA 2041 Form Changes

State Pool Car Program and Loss Reporting

The State is consolidating the underutilized fleet of vehicles into a pool that will allow usage by any agency. ***The DA 2041 Form which is used to track Auto Claims has been modified so that the User Agency and Owner Agency information is included.*** This data will allow the Division of Administration and the Office of Risk Management to efficiently track claims and allocate premiums to the appropriate Agencies. It is important that the DA 2041 form is properly and completely populated to ensure that claims are attributed to the appropriate User Agency.

Please be sure to identify the correct Location Code for both the Vehicle Owner Agency and the Driver Agency at the appropriate exposure level and not to the main Departmental Agency Location Code. Verify the proper code when completing the DA 2041 Form against the ORM Master Location Listing. Also be reminded that losses are to be reported within 48 hours of the time of incident.

Changes to the DA 2041 Form include:

- Agency Name (Owner)
- Vehicle Owner's Location Code
- Driver's Agency Name and Location Code
- LPAA/Fleet ID Number

Additionally, LPAA has not been receiving notice of APD losses from State Agencies. To address this issue, the LPAA/Fleet Location ID Number has been added to the DA 2041 to assist in tracking. The information on all APD losses conveyed by the Office of Risk Management's TPA to LPAA periodically.

The new DA 2041 Form is attached to this notice and can be found at the following web site:

http://laorm.com/documents/da_2041.pdf

Agencies should contact the Casualty Transportation Unit Manager, Tammy Tate, with FARA at (225) 448-0480 or Tammy.Tate@FARA.com with any questions.