



Brian P. Kemp
Governor

Rebecca N. Sullivan
Commissioner

Date of Agreement

The Department of Administrative Services (DOAS) is pleased to partner with the _____ (the Agency or Authority) in a joint effort to establish and maintain a Comprehensive Loss Control Plan with the goal of reducing risks and loss exposures imposed by the operation of the covered entity. This plan will result in the reduction of issues that are harmful to the health and safety of the public and the employees of the entity or that are detrimental to state property.

By affixing their names to the agreement, the Commissioner, Director, Chancellor, or President of the entity and DOAS agree to work together to develop an entity specific loss control plan, implement the applicable loss control program components as agreed upon by the entity and DOAS and allow that process to be verified by Program Officers at DOAS. Changes to this agreement can only be made through the Commissioner, Director, Chancellor, or President of the signing entities. The next page of this document provides a summary of the programs the entity agrees to implement as applicable to their business operations.

In exchange for implementing the programs, DOAS will provide the following services:

- Free Subrogation Program for damage to all state vehicles and state property including agencies that self-insure. This will provide the benefit of transferring time and attention from the entity to DOAS staff.
- No Deductible Program for losses on state vehicles covered by Physical Damage for losses other than hitting fixed objects or following too closely.
- Provide enrollment into **Report My Driving** Program at no cost. This will provide numerous benefits including ease of reporting by citizens, positively impacting the climate and culture of those who drive on State business.
- Comprehensive Risk Survey completed every two years. This will ensure risk assessments of state-owned properties are routinely updated and agencies notified of possible improvements to be made to their systems.
- Access to DOAS Risk Management Services' free loss control training programs.

Signatures

Rebecca N. Sullivan
Commissioner
Department of Administrative Services

NAME
TITLE
AGENCY

Comprehensive Loss Control Program

Agreement Items

Instructions

Below are eight components that may apply to your operations. The requirements of these components are detailed in a separate Implementation Plan that was provided to all agencies.

If the components apply to your agency, please initial beside the component number.

- ___ 1. **EMPLOYEE EDUCATION & TRAINING**
- ___ 2. **EMPLOYEE ACCIDENT PREVENTION PROGRAMS**
- ___ 3. **EMPLOYEE THEFT**
- ___ 4. **GENERAL LIABILITY**
- ___ 5. **WORKERS' COMPENSATION**
- ___ 6. **PROPERTY**
- ___ 7. **AUTO LIABILITY AND PHYSICAL DAMAGE**
- ___ 8. **FLEET MANAGEMENT**

DOAS staff will review the agency and its claim history to validate the applicability of each component. If a component is found to be applicable and not initialed by the agency, DOAS will make contact with agency management to reach agreement.

DOAS will also provide assistance in the implementation of these components.

Agency Comments

DOAS Risk Management Review

The components marked as being applicable to this agency have been validated by a review of the agency's operations and claims history.

Comments

DOAS Chief Loss Control & Safety Officer

Date Signed