



AmTrust North America  
An AmTrust Financial Company

# Safety Zone

## Tracking Employee Personal Automobile Insurance

Whether on a frequent or occasional basis, there are times when employees use personal vehicles to perform work on behalf of the agency where they work. The inherent exposure found in this practice is heightened to an extraordinary level when the vehicle and trip involve transporting clients of the agency.

Just as the gas in the tank and the paint on the fenders, insurance travels with the vehicle—not with the driver, in most jurisdictions. Owners of vehicles are required by law to have their liability responsibilities addressed through personal automobile liability insurance. It is incumbent upon nonprofit organizations who allow staff to use personal vehicles to make sure this insurance is in place and carried in sufficient limits. The recommended minimum liability limits on the employee's policy should be \$50,000 per person and \$100,000 per accident for bodily injury and \$50,000 for property damage. If the employee is transporting clients, limits of \$100,000/300,000 for bodily injury are recommended. The minimum state requirements are frequently lower than this.

The best and easiest way to make certain personal automobile liability insurance is in place is to simply ask the employee to present his/her insurance identification card. (Most states require this card be carried in the vehicle.) Make a photocopy of the card and file it in a master folder divided into slots for the months of the year. Keep the photocopy in the month that the policy expires. At the beginning of each month, check the master folder to learn which policies are about to expire and request the employee present a new insurance identification card.

Insurance is now sold by the half year, quarter and even by the month. Filing a copy of the card in the month of expiration is a simple monitoring process that safeguards against unknown lapses of employee personal automobile coverage.

Remember: If it's the first of the month, it's time to check which employee's personal automobile policy is expiring.

For additional information and resources on this topic and other safety and risk management subjects be sure to visit the Loss Control section on our website:

<https://www.amtrustgroup.com/small-business-insurance/claims/prevention>

AmTrust distributes this e-newsletter as a service for its customers. It is provided in the spirit of professionals sharing their work with each other. The information provided in this document is intended for use as a guideline and is not intended as, nor does it constitute, legal or professional advice. It is not intended to provide authoritative answers to safety and health questions. AmTrust does not warrant that adherence to, or compliance with, any recommendations, best practices, checklists or guidelines will result in a particular outcome. Before using the information here, the accuracy and appropriateness of the information to your specific situation should be verified by a person qualified to assess all the factors involved.

### CONTACT INFO:

PHONE: 888.486.7466 ext. 363275  
WEB: [www.amtrustnorthamerica.com](http://www.amtrustnorthamerica.com)  
EMAIL: [lcinfo@amtrustgroup.com](mailto:lcinfo@amtrustgroup.com)

### MAILING ADDRESS:

AmTrust North America  
Loss Control  
2605 Enterprise Road, Suite 290  
Clearwater, FL 33759