

A checklist for preventing losses involving non-owned autos.

The term “non-owned auto” refers to any vehicle used for business purposes, but not owned by your human services organization. Such vehicles may be leased, rented, hired or borrowed; they may also belong to your employees.

Many managers don’t think twice when employees use their own vehicles to perform tasks on behalf of the organization – or about the related liability implications in the event of an accident. For instance, you could be liable for damages in excess of the vehicle’s auto policy limits. You could also be responsible for the full claim amount plus punitive damages if your employee is shown to be incompetent, reckless or uninsured.

If non-owned vehicles are used on behalf of your organization for the pickup or delivery of people, supplies or food, work with your agent and Nationwide[®] Loss Control Services to develop and implement a risk management program that incorporates the practices highlighted below.

Check *all* the boxes to help reduce your organization’s exposure to non-owned auto liability.

- Include hired and non-owned auto liability and umbrella liability policies among the coverages you carry, at the limits your agent recommends to adequately protect you.
- Require and obtain annual proof of personal auto insurance from any employees who drive their own vehicles on the job (minimum \$100,000 in liability coverage recommended).
- After obtaining signed authorizations from your employees and any other drivers, run Motor Vehicle Records on your drivers annually or register for an employer MVR change notification program.
- Disqualify employees with repeated violations and accidents from driving while on the job.
- Implement a vehicle safety program that details company safe driving policies (e.g., no cell phone use) acknowledged by employees via signature.



Obtain proof of auto insurance annually from employees who drive their own vehicles on the job.

Providing solutions to help our members manage risk.SM

For your risk management and safety needs, contact Nationwide Loss Control Services: 1-866-808-2101 or LCS@nationwide.com.