



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

RISK 04.0322

TO: AUTOMOBILE RENTAL COMPANIES (HAWAII)

June 16, 2004

The State of Hawaii, in conducting its business, authorizes its employees and agents to rent automobiles throughout the State. Independent contractors and/or provider agencies, as well as non-State employees, are not covered by the State's insurance program even if the State has provided a car rental coupon.

This is to advise automobile rental companies that the State is self-insured for automobile insurance coverage. Damage to rented automobiles is included in this coverage, as well as excess liability coverage. Consequently, State employees and agents have been instructed not to purchase your loss deductible waiver (LDW), including personal accident insurance.

In the event of an accident, we have instructed our employees and agents to immediately report the details to the Risk Management Office. The Risk Management Office will contact your company and arrange for a settlement. You may also report an accident to the Risk Management Office by calling (808)586-0547, or file a claim at the following address:

Department of Accounting and General Services
ASO - Risk Management Office
P.O. Box 119
Honolulu, Hawaii 96810-0119
FAX: (808)586-0553

The State requests that your employees make no demands for up-front payment for collision damage. All claims against the State are to be handled by the Risk Management Office.

I am sure this arrangement will be mutually beneficial. If there are any questions, please write to the above address or notify the Risk Management Staff at 586-0547.


RUSS K. SAITO
State Comptroller

c: Risk Management Coordinators