




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

RISK 07.298

April 11, 2007

TO: Heads of Departments and Agencies

ATTN: Risk Management Coordinators

FROM: Russ K. Saito
State Comptroller 

SUBJECT: Annual Vehicle Inventory Update for the
Automobile Self-Insurance Program

The enclosed Annual Vehicle Inventory Report is being sent to you for recording any changes in your department's vehicle inventory.

1. Current Vehicle Inventory Report (the Report). This report lists in detail the vehicles covered under the State Automobile Self-Insurance Program. Please update your department's inventory as follows:
 - a. Line out all vehicles which have been disposed of and note the date of disposal.
 - b. Add all vehicles acquired at the end of the Report and show the date of acquisition, license plate #, vehicle description, vehicle identification #, model year, billing unit (if any), island code, item class, fund, and type of coverage requested. Note if the vehicle is owned by the State (S), Leased (L), or Other (O). If Other, please explain.
 - c. List the number of passengers next to the vehicle identification number for buses and vans.
 - d. Report for inventory any disposed or newly acquired vehicle (purchased, transferred, donated) after this update period immediately using the attached form, "RMAI 001". An e-mail version of this form is available.
 - e. Review usability and status of each of your old vehicles to help determine the subscription of insurance coverage and accuracy of your billing which is scheduled for issuance early in fiscal year 2008.

Auto Vehicle Inventory Update

April 11, 2007

Page 2

2. Comprehensive/Collision Insurance Coverage. Comprehensive/Collision automobile insurance is available on an optional basis to cover damages to a department's vehicles when the department's driver is at fault, an uninsured motorist is involved, or the vehicle is stolen or damaged. If you wish to have any of your vehicles covered with comprehensive insurance, you should place on the Vehicle Inventory, an "X" under the column "COMP/COLL". If you prefer coverage for only fire and theft, place an "X" under column "FIRE & THEFT."

The 2007-2008 premium for comprehensive/collision coverage is \$125 per vehicle, and \$50 for vehicles covered for fire and theft only. Departmental bills for the comprehensive/collision coverage will be mailed July 1, 2007. Liability insurance coverage is billed separately through the annual Cost Allocation.

Please return the updated report to DAGS - Risk Management on or before June 1, 2007. If there are no changes for your department's auto inventory, return the report to us with the notation that there are no changes. If you have any questions, please call Ms. Noreen Kikawa at 586-0547.

Enclosures