



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

July 1, 2001

**TO:           AUTOMOBILE RENTAL COMPANIES (HAWAII)**

The State of Hawaii in conducting its business authorizes its employees and agents to rent automobiles throughout the State.

Please note that independent contractors and/or provider agencies are not covered by the State's insurance program regardless if the State has provided a car rental coupon.

The State of Hawaii would like to advise all automobile rental companies that it is self-insured for automobile insurance coverage. Coverage for the damages 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

Furthermore, it is requested that your employees make no demands for up-front payment for the collision damages. 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 my staff at (808) 586-0547.

WAYNE H. KIMURA  
State Comptroller

c: Risk Management Coordinators