

# STATE OF MICHIGAN CERTIFICATE OF NO-FAULT INSURANCE

CERTIFICATE #  
**641**

EFFECTIVE DATE  
**06/30/2025**

EXPIRATION DATE  
**06/30/2026**

YEAR  
**MI**

MAKE/MODEL  
**FLEET**

VEHICLE IDENTIFICATION NUMBER

AGENCY/COMPANY ISSUING CARD  
**Alliant Insurance Services, Inc.**

SELF INSURED

**Michigan State University  
Hannah Administration Building  
426 Auditorium Road, Room 360  
East Lansing, MI 48824**

Qualifies as a self-insurer for the purposes of Act 294, P.A. 1972 as amended, Act 198, P.A. 1965 as amended, and Act 300, P.A. 1949 as amended. This certificate covers all vehicles owned or registered by the named self-insurer.

## **WARNING: KEEP THIS CERTIFICATE IN YOUR VEHICLES AT ALL TIMES.**

If you fail to produce it upon a police officer's request, you will be responsible for a civil infraction. **#11385**

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Michigan Law (MCLA 500.3101) requires that the owner or registrant of a motor vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times. An owner or registrant who drives or permits a vehicle to be driven upon a public highway without the proper insurance or other security is guilty of a misdemeanor.

An owner or registrant convicted of such a misdemeanor shall be fined not less than \$200.00 nor more than \$500.00, or imprisoned for not more than 1 year, or both.

A PERSON WHO SUPPLIES FALSE INFORMATION TO THE SECRETARY OF STATE OR WHO ISSUES OR USES AN INVALID CERTIFICATE OF INSURANCE IS GUILTY OF A MISDEMEANOR OR PUNISHABLE BY IMPRISONMENT FOR NOT MORE THAN 1 YEAR, OR A FINE OF NOT MORE THAN \$1,000.00 OR BOTH.

If this vehicle is driven by the person (s) named below, residual liability does not apply and the vehicle will be considered uninsured.

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**WARNING:** when a named excluded person operates a vehicle, all liability coverage is void – no one is insured. Owners of the vehicle and others legally responsible for the acts of the named excluded person remain fully responsible.

# MSU AUTOMOBILE ACCIDENT INSTRUCTIONS

## WHAT TO DO WHEN AN AUTO ACCIDENT OCCURS

1. **Remain at the scene.** Do not move the vehicle unless it presents a safety hazard to others.
2. **Report accident to appropriate authorities.** Report all accidents to the nearest police authority.
3. **Obtain the name and address of the driver(s) of the other vehicle(s) as well as the name and address of any injured person(s).**
4. **Obtain the license plate number and driver's license number for each vehicle involved.**
5. **Obtain the name, address, and phone number of each witness.**
6. **Discuss the accident with the police ONLY. DO NOT SIGN ANY PAPERS/DOCUMENTS.**
7. **Inform your supervisor as soon as possible that an accident has occurred.**
8. **Complete the Automobile Accident Form as soon as possible:**  
Visit <https://rmi.msu.edu/forms/index.html#AutoAccident> or scan the QR Code below:



9. **Report MSU employee injuries to the MSU Workers Compensation Office at 517-353-4434.**
10. To arrange for vehicle repairs, contact the **MSU Service Garage at 517-355-1868.**
11. **THE FOLLOWING IS APPLICABLE ONLY TO THOSE VEHICLES THAT REQUIRE A COMMERCIAL DRIVER'S LICENSE:** As required by law, drivers holding a Commercial Driver's License involved in an accident while driving a commercial motor vehicle resulting in property damage, a fatality, or receiving a citation for a moving traffic violation should refer to the Post-Accident Testing Kit contained in the vehicle for further instructions.

[SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION]

## WHEN THE MSU VEHICLE IS NOT DRIVEABLE DUE TO AN ACCIDENT OR EMERGENCY:

### CONTACTS:

*Please have the vehicle # available when calling your appropriate contact. The vehicle # can be found on the front and back bumper of the vehicle. For trailers, it can be found on the back or the side of the trailer.*

### DURING STANDARD BUSINESS HOURS (M-F 8:00 a.m. – 4:30 p.m.):

Vehicle Type	Contact
MSU Motor Pool Vehicle	MSU Transportation Services: 517-353-5280 or MSU Service Garage: 517-355-1868
Department Owned Vehicle	Your Department Contact  <i>If unable to reach your department contact, call: MSU Transportation Services: 517-353-5280 MSU Service Garage: 517-355-1868</i>

### AFTER STANDARD BUSINESS HOURS (M-F after 4:30 p.m. & Weekends):

Vehicle Type	Contact
MSU Motor Pool Vehicle or Department Owned Vehicle	IPF: 517-353-1760

### REPAIR/TOWING:

- All repairs must be approved by the MSU Service Garage prior to the completion of the work.
- The Transportation Services Office or your Department/College will inform you where the vehicle is to be towed (i.e., nearest dealership, gas station, etc.). Be certain to obtain the name, address, and phone number of the business where the vehicle is towed. Before the vehicle is towed/abandoned, remove all important documents, credit cards, property/equipment and personal items.

Vehicle Type	Costs
MSU Motor Pool Vehicle	Request the repair shop/towing company to bill the MSU Service Garage. or If personal funds need to be used, submit a reimbursement request to the MSU Transportation Services Office when returning the vehicle.
Department Owned Vehicle	Request the repair shop/towing company to bill the MSU Service Garage or your MSU Department or College. or If personal funds need to be used (up to \$500), submit a reimbursement request to your department as soon as possible.

**[SEE REVERSE SIDE FOR ADDITIONAL IMPORTANT INFORMATION]**



# SCAN

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## AUTOMOBILE ACCIDENT FORM

*\*MSU NetID login required*



Upon submission, the form will route via email to the individual the submitter has designated for review and approval, with a copy to submitter. If the designee approves, the form will automatically route to the Office of Risk Management and Insurance (RMI) and the MSU Service Garage via email, with a copy to the submitter and designee. An additional notification email address can also be added in the form if your unit requires another MSU departmental contact to be notified in addition to your designee. This additional person will only receive a copy of the final approved form.

For further information, visit <https://rmi.msu.edu/insurance/index.html#ALPD>