The Risk Management Fund’s coverage includes liability insurance arising out of the use of State-owned, State-rented or State-leased vehicles, but only to the extent that the use is within the scope of the employee’s employment and authorization. Private use of any of these vehicles is not covered by the Risk Management Fund and will be the employee’s personal responsibility.

In case of an accident with a State Fleet Vehicle
chemistly complete SFN51301 Motor Vehicle Accident Report online immediately or within 24 hours if there is any type of damage done to a State Fleet, leased, or rental vehicle.
chemistly submit all forms to NDSU Motor Pool within 24 hours. Contact (701) 231-9619.
chemistly must complete the Incident Investigation Form within 24 hours.
chemistly If there is property damage, complete the Incident/Property Loss Report and submit to NDSU Safety Office. Contact (701)231-6740.

Rental cars (In the United States)
chemistly OMB Policy 518 – Car Rental, outlines the requirements for use of rental cars and the cooperative state contracts. For more information regarding vehicle use and coverage, see the State Fleet Services Policy Manual and Risk Management’s Vehicle Coverage FAQs
chemistly State agencies must use State Fleet vehicles for travel within the state or originating within the state. Agencies must obtain express permission from the State Fleet Director to use rental vehicles for in-state travel
chemistly If you are out-of-state and need a rental vehicle for state business, you must use the North Dakota State Cooperative Contract for Rental Vehicles. Insurance is included when you use the following codes:
• National/Enterprise – XZ63NDS Pin NDS
• Hertz – 1892010
chemistly 15 Passenger Vans are not included in this Agreement – can use code EHSB63A with National/Enterprise for rate discount. No discount through Hertz. No insurance included. You must purchase collision, comprehensive, and liability insurance that is equivalent to North Dakota’s cooperative contract
chemistly Expedia, Travelocity, etc.: National/Enterprise can add code where it asks for Discount Code, however you must book directly thru Hertz.com for discount
chemistly When National, Enterprise or Hertz are not available at the destination, you MUST purchase Collision Damage Waiver, Comprehensive, and Liability Insurance that is equivalent to North Dakota’s Cooperative Contract.
chemistly Rental cars (International, including Canada) Outside the United States, Collision Damage Waiver, Comprehensive, and Liability insurance must be purchased.

In case of an accident with a Rental Car
chemistly Accidents must be reported to law enforcement. You will need the name of the law enforcement agency that investigated the damage, name and badge number of the officer, and phone number of the law enforcement agency.
chemistly Report the accident to NDSU Motor Pool within 24 hours by calling (701) 231-9619 and complete the Vehicle Accident Report Form.
chemistly Supervisor must complete the Incident Investigation Form and submit to NDSU Safety Office within 24 hours.
chemistly Incident/Accident will be filed online by NDSU Safety Office with the ND Risk Management Division whether rental agreement was or was not used. All incidents/accidents must be filed with ND Risk Management Division.