

- ☒ NDDOT State Fleet Services Policy Manual states that vehicle collisions need to be investigated by law enforcement.
- ☒ All motor vehicle collisions/crashes or any type of damage (impedes the safety of driving the vehicle such as headlight, taillights, etc.) other than normal wear and tear must be reported to State Fleet Services. Normal wear and tear including such items as rock chips, minor scratches and paint chips, door dings, scratches, and dents inside the pickup boxes, cracked windshields (unless caused by a crash or something hitting it while in use)
- ☒ A Risk Management Fund Motor Vehicle case report must be completed within 24 hours of the incident. The driver of the State Fleet vehicle is required to complete the necessary report at <https://incidentreporting.omb.nd.gov>
- ☒ If you are involved in crash with another party, collect the following information for completion of the online report.

Other Driver/Vehicle Information	
Year	
Make	
Model	
License Plate (picture)	
First & Last Name	
Address	
City, State, Zip Code	
Phone Number	
Email Address	
Insurance Company	
Law Enforcement Agency	

- ☒ Please provide ONLY facts to law enforcement investigating the crash. If you are contacted by an insurance company, attorney, etc. pertaining to the crash, please direct them to State Fleet (701-328-1472) or OMB-Risk Management (701-328-7584). It is the policy of State Fleet and OMB-Risk Management that any additional or follow up questions from an insurance company must be presented in writing.
- ☒ If the vehicle is assigned to the agency, the driver or driver's agency must contact the NDDOT shop foreman in your area to get the vehicle repaired. If driver has a vehicle from a Motor Pool, inform them of the damages upon returning the vehicle.