

## **Accident Report Process For All State Fleet Users**

When a State Fleet vehicle is in a collision or any type of damage occurs to the vehicle, the driver of that State Fleet vehicle is responsible for completing the "Risk Management Fund Motor Vehicle Accident Report," SFN51301. This needs to be completed **online** at [www.nd.gov/risk](http://www.nd.gov/risk), click on "Online Incident Reporting," and complete the form. The reporting of accidents/damages needs to be completed within 48 hours of the incident.

**PLEASE CALL MOTOR POOL AT 671-2211 WITH THE VEHICLE NUMBER THAT HAS BEEN INVOLVED IN A COLLISION OR DAMAGED.**