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://omb.nd.gov/incidentreporting

If you are involved in crash with another party, collect the following information for completion of the online report.

<table>
<thead>
<tr>
<th>Other Driver/Vehicle Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
</tr>
<tr>
<td>Make</td>
</tr>
<tr>
<td>Model</td>
</tr>
<tr>
<td>License Plate (picture)</td>
</tr>
<tr>
<td>First &amp; Last Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Insurance Company</td>
</tr>
<tr>
<td>Law Enforcement Agency</td>
</tr>
</tbody>
</table>

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.
Incident Reporting Instructions

1. Read through the Vehicle Crash/Damage Procedures
2. Click on the link https://omb.nd.gov/incidentreporting
3. First time users will need to register first:
   a. Click on the Register tab
   b. Under "Register for NON-ND.GOV account” fill in email and choose your own password.
   c. Click on the Register button
   d. You will receive an email with an invitation code
   e. Under the “Redeem Invitation” tab, enter the invitation code and Click on the Register button.
4. Login under the NON-ND.GOV account using the email and password used for registering.
5. The web site will walk you through the incident reporting.
Go to this website: https://omb.nd.gov/incidentreporting

Click on Login.

**ND.GOV Login**: For employees with a ND.GOV email.

**NON-ND.GOV Login**: For employees of the University System, Court System, Mill & Elevator, and National Guard.

**Note**: some browser settings will automatically try and fill in blank spaces.
Click on **Motor Vehicle Case** and **Create Motor Vehicle Case**

Required fields are identified with an asterisk *.

Click on the **Calendar** to select the date and time. Click on the **Clock** below to adjust the time.
Adjust to the appropriate time.

Please complete the necessary information.

Provide details on where the incident occurred.

Click Next.
Provide a detailed explanation of what has occurred.

Claim for damages/reimbursement is a required field.
- **Yes**, indicates that a member of the public and/or a potential claimant is requesting that a letter and claim form be mailed to them.
- **This question DOES NOT** pertain to employee injuries.

Type of Accident drop down choices

- Animal
- Backing
- Fixed Object
- Glass Damage
- Hull/Wind
- Head On
- Other
- Rear End
- Right Angle
- Rollover
- Sideswipe
- Snowplowing/Sanding
- Vandalism/Hit and Run
- Violation
Vehicle Owner choices.

- Department/Agency Owned – Not a state fleet vehicle. Vehicle does not have SF plates.
- Leased from Dealership
- Rental
- State Fleet owned – Vehicle does have SF plates.
  - Note: Highway Patrol and DOCR Parole and Probation are assigned state fleet vehicles. The license plates on these vehicles are unique. When submitting a motor vehicle case please enter the unit number assigned to the vehicle, not the license plate.

The Unit Number is referring to the state fleet vehicle number or the number on the license plate.
Was the crash reported to law enforcement?
Did any of the drivers receive a citation?
If law enforcement was contacted please select the agency that responded. The drop down includes all the North Dakota law enforcement agencies. If the agency is not in the drop down, please provide that information in the description of the incident.

State & Other Vehicle Passenger: the State Driver/Employee, Other Driver, and any Passengers should be added as Participants.
Click on Create Participant.
Complete the necessary information for the Participant(s). Click Submit.

If there was any Property or Vehicle Damage, this is where that information is added.
The vehicle damage screen for the OTHER vehicle. The Vehicle Damage screen.
Continuation of the vehicle damage screen.

After you have added all participants, you have the option to add attachments. If applicable, click on Attach New Document.
Please provide a note or description of the attachment. Click **Choose Files** to add the document, picture, or video. Then click **Add Note**.

The screen below indicates that the attachment has been added. Complete the above process to add multiple attachments.

If no further attachments are required, then click **Complete**.
The system will direct you to the following screen. At this point, you have the option to make changes to the case before it is submitted to Risk Management. If so, click **Edit**. If no further changes are necessary, then click **Submit**.

The system will confirm that you would like to submit your case/incident report. Once the case has been submitted you will no longer have the option to make modifications and changes/additions can be emailed to Risk Management.

If there no further changes, click **Submit Case**.