

SAFETY ALERT

August 2007

AUGUST THEME

REPORTING MOTOR VEHICLE CRASHES

Most people consider themselves to be “good drivers”. However, the single most common cause of motor vehicle collisions is improper driving. Statistically, as a driver in your driving lifetime you will be involved in a collision about every ten years.

When an employee is involved in a crash with a State Fleet vehicle, certain steps need to be taken. This is a brief overview to assist you if you are ever involved in a crash with a State Fleet vehicle.

All motor vehicle crashes with fleet vehicles must be reported to State Fleet Services. Vehicle crashes should also be investigated by law enforcement. Drivers of fleet vehicles are responsible for completing the Risk Management Fund Motor Vehicle Accident Report (SFN 51301). This form should be filled out immediately and submitted to State Fleet Services within 48 hours.

If you go to Risk Management Division’s website, <http://www.nd.gov/risk/>, and click on “On-Line Incident Reporting”, you can fill the form out on-line. This is the preferred method of reporting crashes. If you use a method other than the on-line reporting system, you need to fax the report to 701-328-2514. If you fax it, do not mail it.

Drivers must also deliver a copy of the report to the North Dakota Department of Transportation shop foreman in the district where the accident occurred or to the State Fleet Motor Pool from which the vehicle was dispatched.

Hopefully, none of you will ever be involved in a crash, but if you are on the road, obviously the risk is there. If you have a crash with a State Fleet vehicle, this should help you get the correct paperwork filled out and submitted to the appropriate places.

Remember to buckle up every trip, every time!

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LARGE PASSENGER VAN

State Fleet implemented a large passenger van (LP van) training program in 2002. The training has two parts - web based and behind the wheel. State Fleet policy requires that all LP van drivers take the web based training. Behind the wheel training is required for first time users that have no experience operating LP vans.

If you are a LP van operator, you should be familiar with the policy which is located at the first link below. The second link relates to tire pressure in the LP vans.

http://www.dot.nd.gov/divisions/fleet/statefleet/fleet_largevans.html

http://www.dot.nd.gov/divisions/fleet/statefleet/lar_passvan_tp.htm

If you have any questions regarding the use of LP vans or to take the training, contact State Fleet Services at 328-1472 or rreidman@nd.gov.