

**RISK MANAGEMENT**

**Purpose:** This diagram outlines the process for  
 (1) a state employee to report collision(s) and/or damage to a state vehicle to the appropriate authority(s) and  
 (2) the agency to approach remediation of the situation/circumstances.

It incorporates use of the DMV Accident Report (735-32), DAS (Fleet) Vehicle Accident Packet, agency incident report, and a Driver Responsibilities Agreement (VUAT-1E, VUAT-2G, or similar) as part of an agency effort to demonstrate commitment to improved driving performance. Agency may use an Agreement modified to include driving tasks/provisions consistent with needs of the agency and/or driver.

**Caveats:**  
 (1) This diagram does not address collision-related injuries.  
 (2) It is "generic" in that it does not differentiate between state vehicles for which DAS Fleet is responsible vs. those for which an agency is responsible. Agencies managing their own vehicle fleet will have policies and procedures for reporting vehicle damage.  
 (3) State insurance does not cover or reimburse damages to a state employee's private vehicle being used by the employee for state business.

