



LEECH LAKE BAND OF OJIBWE

*LLBO Fleet Management
06209 Golf Course Rd NW
Cass Lake, Mn. 56633
Phone (218)335-4450
Fax (218)335-4477*

ACCIDENT FLOW CHART

1. **NEVER** admit fault, call 911 if an ambulance is needed, if an ambulance is not necessary call for the local law enforcement authorities **IMMEDIATELY**.
2. Secure a police report if possible. If not possible, get the responding Officer's Department, Name and Badge Number at the time of reporting the accident. **Make sure Fleet Management receives ALL information.**
3. Contact Fleet Management, Division Director/Supervisor and inform them of the accident.
4. **All** LLBO Fleet Vehicle Operators involved in a motor vehicle accident must immediately submit to a drug/alcohol test. Call the following to make testing arrangements:
 - Human Resources 8:00am – 4:30pm/Mon. – Fri. (218) 335 - 3698
 - Fleet Mgmt. Nights/Weekends (218) 368 – 7837
5. Fill out your accident report(s) while the situation is fresh in your mind. (Printable forms are on LLBO Webpage: Reservation Services/Fleet Mgmt.)

LLBO Owned Vehicles – LLBO Accident Report

GSA Leased Vehicles – LLBO Accident Report/GSA Accident Report

In order to make a complete report to our Insurance Provider and/or GSA, **Include details like:** speed, location, road conditions, and damage to the vehicle(s). The driver, passenger(s) and/or witnesses will all need to be included as well as the other party's insurance provider (If applicable) and contact number/information.