



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*

VEHICLE ACCIDENT PROCEDURES

1. Ensure ALL Passengers are accounted for and responsive.
2. CALL 911, if immediate medical attention is needed.

If accident results in personal injury, you must also follow LLBO Health and Safety Procedures.

3. Call Local Law Enforcement, if Ambulance is not needed.
4. Secure a Police Report, if Police Report is unavailable.

Request the following information from the responding Officer:

- a. Officer's Department.
- b. Officer's Name.
- c. Officer's Badge Number.
- d. Incident Report Number (ICR) if available.

NEVER ADMIT FAULT

5. Exchange the following information, with the other driver, at a safe location off the roadway:
 - a. Name.
 - b. Address.
 - c. Phone Number.
 - d. Driver's License Number.
 - e. Vehicle Information and Vehicle License Plate Number.
 - f. Insurance Company Name and Insurance Policy Number.



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6. NOTIFY LLBO FLEET MANGEMENT AS SOON AS POSSIBLE and Division Director, Program Manager/Supervisor

- (218) 335-4450 during work hours, or (218) 368-7837 after work hours/weekends.

7. If vehicle needs to be towed, contact:

- Fleet Mgmt. "Leech Lake Area" - Monday through Friday/8am – 4:30pm (218) 335 - 4450

- Bob's Towing "Leech Lake Area" - after work hours/weekends (218) 766 – 1675

- Out of Leech Lake Area – Contact Local Tow Company

8. All LLBO Vehicle Operators involved in a motor vehicle accident **MUST submit to a Post-Accident drug/alcohol test.**

To schedule the test, call:

- Employees Human Resources: Gaming, Government and Housing
- EMS Manager (218)766-1302 after work hours/weekends (if unable to contact Employees Human Resources)

Fill out your accident report(s) while the incident is fresh in your mind.

(Printable forms are on LLBO Webpage: under Administration/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.