

Vehicle Accidents and Emergencies

Resources:

- Section 12-10 Forms and Instructions or Section 16 Forms, [16-08 Travel Forms](#)
- Travel information and forms visit the state website: <https://finance.utah.gov/>
- website: <https://fleet.utah.gov/>

Policy:

Reporting:

1. Accidents involving any State vehicle or a leased or rented vehicle being used by a court employee must be reported to the police and a report filed with the policing agency in all of the following instances.
 - a. vehicle vs. vehicle,
 - b. vehicle vs. an animal or person,
 - c. vehicle vs. an object,
 - d. vandalism, and
 - e. incidents where occurrence of damage is UNKNOWN
2. The accident report must be submitted to State Risk Management within 24 hours from the time the damage occurred: file a report at:
<https://riskconnectpm.secure.force.com/RiskIntakePortal>
3. Any report not submitted in a timely manner may not be covered by Risk Management (Insurance) and the total repair amount will be charged to your department. Print a copy of the accident report for your records.
4. If the accident was in a rental vehicle, it should be reported to the rental car agency. Follow instructions in the rental agreement.

Repairs

5. There is a \$100 limit on emergency repairs. Such repairs should be charged to a GASCARD, for state vehicles, when possible. Otherwise, have the charge either direct billed to the local court or department, or the traveler may pay and be reimbursed.
6. For authorization on more extensive emergency repairs call the Vehicle Service Center (FSC) 855-FLT-UTAH (358-8824) 24 hours a day. The VSC packet inside the car will have information needed by the VSC operator including: Vehicle #, Year, Make, Model and VIN number.

7. When a towing service is needed, call the Vehicle Service Center (VSC) 855-FLT-UTAH (358-8824) 24 hours a day. The VSC packet will have information needed by the VSC operator including: Vehicle #, Year, Make, Model and VIN number. The VSC will arrange to transport the vehicle and the driver to the nearest authorized service station for repair.
8. If the vehicle requires towing contact the Vehicle Service Center at 855-FLT-UTAH (358-8824).