

## In the event of an accident in a state-owned vehicle:

1. Obtain medical assistance for any injured persons.
2. Contact the State Highway Patrol at 1-877-7-PATROL (1-877-772-8765). If you are unable to reach the State Highway Patrol, contact the local authorities.
3. Complete a police report. In addition, complete the State Employees Accident Report and the B.M.V. Report, which are located in the glove box.
4. Obtain information from all involved parties (name, address, vehicle description, insurance, etc.) Do not forget to include the names and addresses of any witnesses.
5. Report the accident to DAS:
  - a) Vehicles leased through the DAS Lease Program administered by the DAS Office of Fleet Management should call 1-800-686-1521 or (614) 466-6611.
  - b) Vehicles rented from the DAS Motor Pool should call the fleet dispatcher at (614) 466-6884 or (614) 466-4170.

## In the event of a breakdown in a state-owned vehicle:

1. For assistance during the hours of 7 a.m. to 4:30 p.m., please contact DAS:
  - a) Vehicles leased through the DAS Lease Program administered by the DAS Office of Fleet Management should call 1-800-686-1521 or (614) 466-6611.
  - b) Vehicles rented from the DAS Motor Pool should call the fleet dispatcher at (614) 466-6884 or (614) 466-4170.
2. After regular hours, please contact the National Automobile Club's (NAC) Fleet Rescue service at 1-800-894-6060. NAC Fleet Rescue will provide you with towing, jump starts, tire changes, lockouts, fuel and water delivery and mechanical first aid. Be prepared to provide the following information to the NAC representative:
  - a) Vehicle's exact location: street address, cross street/off ramp
  - b) License Plate #
  - c) Organization's Vehicle ID
  - d) Vehicle description: year, make, model, color
  - e) State of Ohio's NAC Account #: 8503858-000