

## REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 084

Department: Department of Administration

Division (if applicable): Fleet Services

Appointing authority: Keith Wells

Agency contact: Keith Wells, 775-684-1883, [kdwells@admin.nv.gov](mailto:kdwells@admin.nv.gov)

Budget Analyst: John Borrowman, 775-684-0224, [borrowman@admin.nv.gov](mailto:borrowman@admin.nv.gov)

Proposed BOE date: 04/08/2014

1. Reason/purpose for requested change:
  - To revise SAM to reflect the name change of the State Motor Pool to the Fleet Services Division
2. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being propose
3. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):
  - Changes are required to update SAM with the Fleet Services name change and policy changes.
4. Will recommended change have a fiscal impact (if yes, explain):
  - No
5. Proposed effective date:
  - Upon approval of the April Board of Examiners meeting.

BOARD OF EXAMINERS APPROVAL DATE: \_\_\_\_\_  
(for BOE use only)

# 2904 What to Do in the Event of an Accident or Potential Claim

## Automobile Accident

In event of an Accident you must:

1. Notify the proper authority, e.g., local law enforcement agency or fire department, if applicable.
2. Call your supervisor as soon as possible. If a ~~Motor Pool~~ *Fleet Services Division* Vehicle is involved, the ~~Motor Pool~~ *Fleet Services Division* shall also be notified. You must complete the vehicle accident report – RSK001. A copy should be in the packet in the glove compartment of the State vehicle. You should also gather all relevant facts, take photos, tag and preserve any evidence and forward copies to the Tort Claims Administrator at 100 N. Carson St., Carson City Nevada 89701 and Risk Management at 201 S Rook Street, Suite 201., Carson City, Nevada 89701 as they become available.