



LEECH LAKE BAND OF OJIBWE

*Leech Lake Health & Safety
6280 Upper Cass Frontage Rd
Cass Lake MN, 56633*

VEHICLE ACCIDENT REPORT PRODEDURES

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 follow LLBO Health & Safety procedures.
 - Call Law Enforcement if ambulance is not needed.
 - Secure a Police Report.

If Police Report is unavailable request the following information from responding Officer.

- Officer's Department
- Officer's name.
- Officer's badge number
- Incident Report number (ICR) if available

NEVER ADMIT FAULT

3. Exchange the following information with the other driver at a safe location off the roadway.
 - Name
 - Address
 - Phone Number
 - Driver's License Number
 - Vehicle Information And License Plate Number
 - Insurance Company and Insurance Policy Number
4. **Notify Health and Safety, Fleet Management as Soon as Possible**
along with Division Director, Program Manager/Supervisor.
 - Fleet Management (218) 335-4450 during work hours
 - Ernie Robinson (218) 507-5296 after work hours & Weekends
5. If vehicle needs to be towed, contact
 - **Fleet MGMT.** (218) 335-4450 "Leech Lake Area" Monday – Friday 8am – 430pm
 - **Bob's Towing** (218) 766-1675 "Leech Lake Area" after work hours & Weekends
 - **Out of Leech Lake area**, contact local tow company

6. All LLBO vehicle operators involved in a motor vehicle accident **MUST** submit to a Post-Accident drug & Alcohol test.
7. To schedule a test call:
 - **Employee Human Resources.** Gaming, Government and Housing
 - **EMS Manager** (218) 766-1302 after work hours & Weekends (if unable to reach 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 Management

- 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
- Damage to vehicles

The driver, passengers and witnesses will all need to be included as well as the other party's insurance provider (if applicable), contact number and Location.

Email all documents: LLBOVEHICLECLAIMS@leechlakegaming.com

Health and Safety Contact Information

Ernest Robinson, Health and Safety Director-218-507-5296 (Cell)

Rocky Papasodora, Health and Safety officer – 218-766-0032

Leona Howard, EMS Manager -218-766-1302