



RM1 State Vehicle Accident & Incident Form

This form is to be filled out by all State employees involved in any type of incident or accident, regardless of whether it is a pool or assigned State vehicle, a rental vehicle, a vehicle on loan to or authorized for use by a State agency from another government or private entity, or when employees are using their personal automobile for official State business.*

- I am filling out this form as the State driver involved in the reported incident-accident and/or as the one assigned to the vehicle in question.
- I am the supervisor or management personnel of the department where the State driver works or the subject vehicle is assigned to, and am filling out this form due the State driver's unavailability.
- I am the State employee assigned to the State Vehicle and/or the supervisor/management personnel of the Department where the vehicle is assigned to and am filling out this form on behalf of a **Non-State Employee Driver of a State Vehicle.**

Confirm State issued Email*

If you do not have a State-issued account, please enter a personal email

Employee State issued Email *
JoeyT.smith@treas.nj.gov

Confirm State issued Email *
JoeyT.smith@treas.nj.gov

Incident Date * 04/07/2021 Day of Week: Wednesday Time 01:50 PM

State Vehicle Information

Make of Vehicle * Ford Model * Escort Production Year * 2021

If the Plate number provided does not begin with an "SG", "SP", "TP" or "TD", please select one from a drop down box:

License Plate Number * M23540 Confidential Plate * Enter corresponding SG plate * SG3750

Collision or Non-Collision Incident? (Select all that Apply)*

- Collision Incident Non-Collision Incident
- Parked State Vehicle Unoccupied State Vehicle

Incident Type*

- Fire Injury to occupant in Non-Collision Event
- Stolen Vehicle Unknown Source
- Fallen Tree or Branch Vandalism
- Windshield Damage Weather Damage (Snow, Flood, etc.)

Was the State vehicle parked or garaged in a private facility, other than the State driver's private residence?*

- Yes No

Was the State vehicle parked or garaged on government property, other than State-owned property?*

- Yes No

Did an individual, other than a State employee or resident of a State Facility, cause the damage/incident in question?*

- Yes No



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# of Vehicles *	# Killed *	# Injured *	Police Dept	Police Report Filed*
1	0	0	Trenton Police Dept.	<input checked="" type="radio"/> Yes <input type="radio"/> No

Incident Location

City or Town *	Route # or Name of Street *
Trenton	Warren St
County *	Intersecting Street, Road, or Railroad
Mercer	Front

Environmental Conditions*

Clear *	Dry *	Daylight
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Was Citation Issued?*

Yes No

State Driver or Employee assigned to the vehicle

First Name * Joey	Last Name * Smith	
Phone Number * (609) 123-4568	Home Street 515 West New St	City Princeton
State NJ <small>2 letters abbreviation for state</small>	Zip 08655	DOB * 12/29/2020

Driver's License Information

License Number * 123456789102	License State * NJ <small>2 letters abbreviation for state</small>
Treasury *	Division Risk Management Institution, Facility or University None

Primary Work Location

Street * 20 West State St	City * Trenton	State * NJ <small>2 letters abbreviation for state</small>	Zip * 08625
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Type of State Vehicle

Compact

Was a State Department Sponsored Defensive Driving Course Completed within the last 36 months?*

Yes

No

Online or classroom setting course sponsored by the Employee's department

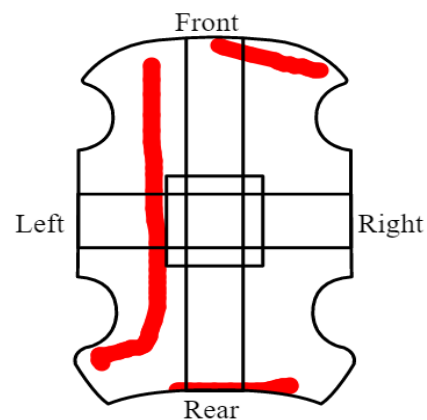
Statewide LMS online course offered through CSC-CLIP e-learning

Date Completed
03/02/2021

Please upload course certificate prior to or after submitting this form, using the upload document feature.

Current Accident-Related Damage to State Vehicle

Use mouse to mark area of damage on the diagram



Draw Erase



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Incident Diagram

Drag objects into diagram scheme.

Use double click on objects to activate rotation controls, also rotate compass image to indicate North.

State Vehicle

SV

RESET

Indicate North By Arrow In Circle Above

The diagram shows a street layout with a vehicle icon labeled 'SV' on a side street. A compass rose is located in the bottom left corner of the diagram area, with the text 'Indicate North By Arrow In Circle Above' below it. A 'RESET' button is positioned to the right of the 'SV' label.

Incident Description

Description *

State Vehicle was stolen from side street across from employee's office and vandalized.

ADD INJURED PARTY

ADD WITNESS

BACK

NEXT



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Document Upload

Photos

[Click to attach files...\(Max File Size: 2GB\)](#)

[Submit Police Report](#)

[Submit Estimate, Invoice or Work Order for State Vehicle](#)

Note: Do not upload any estimate or invoice if the subject vehicle was or is being serviced/repaired at Treasury's Bureau of Transportation Services, f/k/a Central Motor Pool. Transportation Services personnel are responsible for uploading the estimate and invoice directly onto the system.

If the State Vehicle did not sustain damage which required repairs, you must indicate so on the "Submit Estimate, Invoice & Work Order" section.

Internal Agency Incident or investigation report

[Click to attach files...\(Max File Size: 2GB\)](#)


Letters - Lawyer & Insurance co.

[Click to attach files...\(Max File Size: 2GB\)](#)

Other

[Click to attach files...\(Max File Size: 2GB\)](#)

Employee Signature*



State Employee: peter Tester Date: 07/08/2021


[ERASE](#)

Supervisor Information*

Supervisor First Name *	Supervisor Last Name *
<input type="text" value="Joe"/>	<input type="text" value="Tester"/>
Supervisor State issued Email *	Confirm Supervisor State issued Email *
<input type="text" value="joe.teser@treas.nj.gov"/>	<input type="text" value="joe.tester@treas.nj.gov"/>

⚠ Emails must match

I'm not a robot



reCAPTCHA
Privacy • Terms

[BACK](#)

[SUBMIT](#)



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Form is completed. Your supervisor will receive an email with a link to the form for his/her review and approval, which he/she will forward to the fleet vehicle coordinator. It is imperative that you secure and upload a copy of the police report, if one was filed, as soon as possible as called for in the State Vehicular Use and Assignment Policy. Please check your email in a few minutes.