

**CHAPTER 1200**  
**DEPARTMENT OF ADMINISTRATION**  
**CENTRAL MOTOR POOL DIVISION**  
**INSURANCE CLAIMS**

1200.0200 SCOPE AND PURPOSE

1200.0300 INSURANCE CLAIM PROCEDURES.

**1200.0200 SCOPE AND PURPOSE.**

The purpose of parts 1200.0200 and 1200.0300 is to define the procedures of the Department of Administration, Central Motor Pool Division, relating to handling insurance claims involving Central Motor Pool vehicles pursuant to Minnesota Statutes, section 16B.54. All references to "Central Motor Pool Division" below mean Central Motor Pool Division, Department of Administration, 610 N. Robert Street, Saint Paul, Minnesota 55101.

**Statutory Authority:** *MS s 16B.04 subd 1*

**1200.0300 INSURANCE CLAIM PROCEDURES.**

**Subpart 1. Accident report.** When a Central Motor Pool vehicle is involved in an accident, the driver of the state vehicle shall complete an accident report on form DPS 32001. This report is to be completed within three days of the accident and sent to: Central Motor Pool Division, 610 N. Robert Street, Saint Paul, Minnesota 55101. The Central Motor Pool Division shall complete the portion of the form entitled "Insurance." For accidents involving personal injury, death, or total property damage of \$300 or more, the Central Motor Pool Division shall forward the accident report to the Department of Public Safety within ten days of the accident, as required by law. A copy of the accident report shall be retained by the Central Motor Pool Division.

**Subp. 2. Notice to insurers.** Notification of the accident, including a copy of the accident report, shall be sent to the state's insurance company by the Central Motor Pool Division. Contact with third parties to discuss settlement for injury or property damage may be initiated by the state's insurer. The Central Motor Pool Division shall direct any persons wishing to file a claim against the state to the proper agency for consideration of such a claim. If it is evident that the other driver was at fault, a claim may be filed with his/her insurance company by the Central Motor Pool Division. A copy of the official repair estimate shall be included. The repair estimate shall be supplied by the body repair shop having the contract for repair of state vehicles or by other responsible body repair shops as approved by the director of the Central Motor Pool Division.

**Subp. 3. Receiving payment for damages.** When a check is received covering the damage done to the Central Motor Pool vehicle, a release shall be signed, and the check deposited in the Central Motor Pool revolving fund.

**Statutory Authority:** *MS s 16B.04 subd 1*