

# Vehicle Incident Report Form

State Budget and Control Board • General Services Division • State Fleet Management  
1026 Sumter Street, 2<sup>nd</sup> Floor • Columbia, SC 29201-3746  
Tel 803-737-0668 • Fax 803-737-1160

The State of South Carolina requires its employees to operate State vehicles in a safe and courteous fashion, obeying all transportation laws. Citizens who observe a State vehicle being operated improperly are asked to notify State Fleet Management of such incidents.

Please notify our office by completing the form below and sending it to the address listed at the top of this page. We will forward a copy of the complaint to the appropriate agency for an investigation of the incident to determine if corrective action is required.

We at State Fleet Management sincerely appreciate your interest and concern for the proper operation of the vehicles belonging to the State, and we thank you for your time and effort.

**Date of Observation**      Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

**Vehicle Identification (if known)**      License Tag No.: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

**Driver Identification (if known)**      Name: \_\_\_\_\_

Approximate Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Description: \_\_\_\_\_

**Location of Incident (such as street, highway, intersection, direction of travel)**

\_\_\_\_\_

**Brief Description of Incident (please be specific; attach additional pages as necessary)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check the box at left to receive a copy of the Agency's response to this complaint. Although signature and address are optional, we can't give you a written response without an address or a fax number.

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## SFM Use Only

**Date of Call**      Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM      Telephone: \_\_\_\_\_

**Received by:**      Name: \_\_\_\_\_ Signature: \_\_\_\_\_