



**RISK MANAGEMENT FUND CONTRIBUTION
DISCOUNT PROGRAM APPLICATION**
STATE OF NORTH DAKOTA
SFN 53424 (03-2019)

SUBMISSION DEADLINE JUNE 30
Report of Activity for Current Fiscal Year
(July 1 – June 30)

Agency/Institution:	% of Discount
1. Outline activities of your agency's Loss Control Committee has taken during the current fiscal year. <ul style="list-style-type: none"> · Provide a copy of all Loss Control Committee minutes or other documentation of agency review of incidents, accidents, or claims together with recommendations for any corrective actions. · Loss Control Committees must meet at least annually. 	2
2. Provide a copy of your agency's policy or written directive to staff that all incidents and accidents must be reported on-line to Risk Management within 24 hours. Provide documentation how this information is communicated to all staff annually.	1
3. Provide a copy of your agency's policy, procedure, written directive, or training records that demonstrate that all staff at least annually, and new employees at the time of hire, are provided copies/access to and are required to acknowledge they have read and understand agency policies addressing employment discrimination, including sexual and other forms of unlawful harassment, along with the process for resolving complaints, including requests for reasonable accommodations. <ul style="list-style-type: none"> · Describe and provide supporting documentation, how these requirements are communicated to all staff annually and how your agency is monitoring compliance. 	3
4. Identify the primary risks that arise from your agency operations that gives rise to potential third party liability and explain what your agency does to address those risks.	2
5. Describe in detail the steps your agency takes to ensure records retention requirements are followed in the event an incident/claim could potentially give rise to a possible claim/lawsuit. What is the process your agency follows to implement litigation/destruction hold.	2
6. Provide a copy of your agency's policy, procedure, or written directive to staff outlining/explaining DOT State Fleet's Distracted Driving Policy along with any identified emergency operations that are exceptions your agency has implemented.	2
7. Provide a copy of your agency's policy, procedure, or written directive that ensures all staff use the available State cooperative contract when renting a motor vehicle out of state and purchasing optional liability and damage waiver coverage when the cooperative contract is not available. <ul style="list-style-type: none"> · Describe and provide supporting documentation on how this information is communicated. 	3
Total Potential Discount	15%

NOTE:

- Documentation can be provided to Risk Management either electronically or by paper copy.
- Audits may be performed at the discretion of Risk Management by phone, mail, internet or on-site visit.

Signed	Date
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