

POST ACCIDENT GUIDELINES
ALL STATE-OWNED OR LEASED PASSENGER MOTOR VEHICLES

For all accidents resulting in property damage or injuries involving any passenger motor vehicle in use for official state business. WSU drivers are to follow the procedures below, as applicable:

- ❑ Take whatever steps are necessary to protect yourself from further injury Call 911 for medical assistance if needed. **Note:** You will be required to provide your exact location
- ❑ Assist any injured party, giving only the first aid you are qualified to provide
- ❑ Provide factual information about yourself and the state vehicle to the other driver(s), e.g., name, agency, phone number, vehicle identification number (VIN), etc.
- ❑ Obtain needed information from other driver(s). Identify witnesses and obtain addresses and phone numbers
- ❑ Provide WSU's contact phone number **(509) 335-6893** (How's My Driving?) sticker to the other driver
- ❑ Do not discuss your actions with parties other than law enforcement. **Do not admit fault** to other parties or **make any statements** about the State's response to the accident, financial or otherwise
- ❑ Collect all required information necessary to complete the State of Washington Vehicle Accident Report (SF 137) located in the vehicle's glove box
- ❑ Notify the appropriate law enforcement agency Cooperate with local law enforcement. Provide factual information, limiting responses to questions asked
- ❑ Complete a Vehicle Collision Report if any injuries are sustained or if damages to vehicles/property exceed \$700. **Note:** A small dent will exceed \$700 to repair. This form is available from local law enforcement offices
- ❑ If not drivable, have the state vehicle towed from the scene to a local vendor (usually the towing company)
- ❑ Contact WSU Motor Pool if you have a motor pool vehicle at **(509) 335-9085** during working hours or **(509) 335-9000** after hours
- ❑ Report the accident to your manager/supervisor Complete the State of Washington Vehicle Accident Report (SF-137) and provide it to your immediate supervisor the following business day
- ❑ Injured employees and volunteers must contact their department head to complete a WSU Incident Report and file a Labor and Industries Claim

For all accidents or vehicle damage, the employing unit is to follow the procedures below:

- ❑ Determine if the vehicle was being used for official State business at the time of loss
- ❑ Notify the Office of Risk Management and Insurance at **(509) 335-6893**
- ❑ Submit the completed State of Washington Vehicle Accident Report (SF 137) to the Office of Risk Management and Insurance or the WSU Motor Pool for Motor Pool vehicles within two workdays. Reports must include the driver's and the supervisor's signatures
- ❑ As soon as possible, submit two written estimates for the WSU vehicle repair. Local vendors are to be used for auto body repairs
- ❑ Contact Human Resource Services or the Office of Student Conduct for the appropriate disciplinary action, if required