

# Collision Reporting

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**Applies to:** State agencies and institutions including the Washington State School Directors' Association, employees, contractors, students, and volunteer drivers and passengers on official state business.

This policy does not apply to any agency of the judicial branch or the legislature.

**Information contact:** Risk Management

**Effective date:** October 8, 2015

**Last update:** June 12, 2018

**Sunset review date:** June 1, 2021

**Approved by:** \_\_\_\_\_/s/\_\_\_\_\_ Chris Liu, Director

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## Background

This procedure applies to drivers on official state business who are involved in an accident resulting in property damage or injuries.

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## Purpose

This procedure ensures that when a collision occurs involving a vehicle in use for official state business:

- Timely and accurate reporting is made to the appropriate entities.
  - Risk to the state is minimized.
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## Reporting Steps

For all incidents resulting in property damage to a third party or injuries involving any motor vehicle in use for official state business, state drivers are first to assess the situation, and:

1. Contact law enforcement.
2. Take whatever steps are necessary to protect yourself from further injury.
3. Assist any injured party, giving only the first aid you are qualified to provide.
4. Call 911 for medical assistance if needed.
5. Cooperate with local law enforcement. Provide factual and accurate information, limiting responses to questions asked. Do not offer your opinion. This includes taking ownership of the collision. Law enforcement is responsible for determining the cause of the collision and who is at fault.
6. Do not discuss your actions with parties other than law enforcement. Do not admit fault or make any statements about the State's response to the collision, financial or otherwise.
7. Provide factual information about yourself and vehicle you were driving to the other driver(s).
8. Exchange information with the other driver(s), e.g., name, agency, phone number, vehicle identification number (VIN), etc.
9. Identify witnesses and obtain addresses and phone numbers.

10. If any third party requests information on filing a claim for damages sustained to their vehicle, refer them to the State of Washington “Proof of Liability Insurance Washington State Agency Vehicle” card (in the vehicle glovebox if driving a state vehicle). This card provides a brief review of liability coverage provisions for state vehicles and is available [online](#).
11. If your agency utilizes the state-contracted vendor (“vendor”) for vehicle repair or subrogation services (or both), report the incident to the vendor. All DES Fleet & Parking Services Vehicles (“M” Plate vehicles) are covered by the contract and must be reported to the vendor. The vendor will coordinate for towing services if the vehicle is not drivable.  
  
If you are unsure if your agency utilizes the vendor, complete and submit a State of Washington Vehicle Accident Report (SF 137) [online](#) within 48 hours of the incident.
12. Report the incident to your manager/supervisor.

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## Related Requirements

**Policy:** BR.01.01 Enterprise-Wide Transportation

**Procedure 1:** Permanently Assigned Motor Vehicles

**Procedure 3:** Van Management

**Procedure 4:** Purchase, Rent, or Dispose of a Motor Vehicle

**Standard 1:** State Agency Policy

**Standard 2:** State Driver Standards

**Standard 3:** Safety Program

**Appendix 1:** Understanding Insurance Coverage

**Appendix 2:** State Transportation Laws

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## Related Forms

**Form:** Authorized Driver Acknowledgement Statement

**Form:** New and Used Passenger Vehicle Purchase Request

**Form:** Vans – Safe Driving Practices Acknowledgement Statement

**Form:** Vans – Valid License to Drive and Driving Experience Statement

**Form:** Risk Management and Safety Checklist for Drivers

**Form:** State of Washington Vehicle Accident Report (SF 137)

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