

EMERGENCY AND POST-ACCIDENT GUIDELINES

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

- The driver must take whatever steps are necessary to protect himself or herself from further injury. Call 911 for medical assistance if needed. NOTE: The driver must provide his or her exact location.
- The driver must assist any injured party, giving only the first aid she or he is qualified to provide.
- The driver must provide factual information about himself or herself and the University vehicle to the other driver(s), e.g., name, agency (WSU), telephone number, vehicle identification number (VIN), etc.
- The driver must obtain needed information from other driver(s). The driver must identify witnesses and obtain addresses and telephone numbers.
- The driver must provide the other driver with WSU's contact telephone number, **509-335-6893** (see the How's My Driving? sticker), or e-mail address, riskmanagement@wsu.edu.
- The driver must *not* discuss his or her actions with parties other than law enforcement. *The driver must not admit fault to other parties or make any statements about the state's response to the accident, financial or otherwise.*
- The driver must collect all required information necessary to complete the State of Washington Vehicle Accident Report (SF 137) located in the vehicle's glove box.
- The driver must notify the appropriate law enforcement agency. The driver must cooperate with local law enforcement. The driver must provide factual information, limiting responses to questions asked.
- If not drivable, the driver must have the University vehicle towed from the scene to a local vendor (usually the towing company).
- The driver must contact WSU Motor Pool if driving a Motor Pool vehicle; telephone **509-335-9085** during working hours or **509-335-9000** after hours.
- The driver must report the accident to his or her manager/supervisor. The driver must complete the State of Washington Vehicle Accident Report (SF-137) and provide it to her or his 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 must follow the procedures below:

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

**Risk Management
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