

Emergency and Post-Accident Guidelines

For all accidents resulting in property damage or injuries involving any University 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 themselves from further injury. Call 911 for medical assistance if needed. NOTE: The driver must provide their exact location.
- The driver must assist any injured party, giving only the first aid they are qualified to provide.
- The driver must provide factual information about themselves 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 Risk Management's contact telephone number, **509-335-6893** (see the How's My Driving? sticker); or e-mail address, compliance.risk@wsu.edu.
- The driver must *not* discuss their 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 their manager/supervisor by the following business day. The driver must complete the online State of Washington Vehicle Accident Report (SF-137) (see SPPM 7.20) and provide a PDF copy of it to their immediate supervisor within two business days.
- 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 at **509-335-6893** if the accident involved a third party.
- The driver's immediate supervisor emails a PDF copy of the completed State of Washington Vehicle Accident Report (SF 137) to Risk Management within two workdays. Also 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. 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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