

IN CASE OF AN ACCIDENT

FIRST

- 1. Prevent** – Take precautions to prevent further collisions, damage or injury.
- 2. Assist** – Help injured persons, giving only the first aid you are qualified to provide.
- 3. Call 911** for accidents where:
 - There is a possible injury to you or others.
 - There is damage to non-EWU vehicles or property.
 - When the scene feels unsafe.
 - You are unsure of what to do.

Next Steps – At the Accident Location

1. Call the police (if you haven't already). Cooperate with local law enforcement. Provide factual information, limiting responses to questions asked.
2. 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.
3. Obtain needed information from other driver(s). Identify witnesses and obtain addresses and phone numbers.
4. 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.
5. Collect information necessary to complete the State of Washington Vehicle Accident Report (SF137). There should be a paper copy of this form in your vehicle, which you can use to collect the needed information. The SF 137 must be completed and submitted online within two working days after the accident. The online form is at:
<https://des.wa.gov/services/risk-management/state-vehicles-and-drivers/reporting-accident-involving-state-driver>
6. Have the state vehicle towed from the scene if not drivable.

Last Steps (after leaving the accident location)

Report the accident to:

1. Your manager/supervisor.
2. The EWU Risk Manager – Email to riskmanager@ewu.edu or phone **509-359-6618**.
3. The EWU Maintenance Shop – If driving a university vehicle (license plate 'E'), report the accident to the EWU Vehicle Maintenance Shop at **509-359-6438** or to the work order desk at **509-359-2245**.
4. DES Motor Pool and CEI – If your vehicle is a DES motor pool vehicle (license plate 'M'), report the accident or damage to:
 - CEI (consult CEI pamphlet located in vehicle glove box), and,
 - DES motor pool (360) 459-6378 or (800) 542-6840 within one business day.

Reports to complete:

1. State of Washington Vehicle Accident Report (SF-137). The driver must complete this form online within two working days of the accident. The form is available at:
<https://des.wa.gov/services/risk-management/state-vehicles-and-drivers/reporting-accident-involving-state-driver>
2. EWU Incident Report. The driver or their supervisor must complete an EWU Incident Report. The online Incident Report is at:
<https://inside.ewu.edu/ehs/incident-reporting/incident-report/>

Questions?

If you have questions or need assistance, please contact the EWU Risk Manager.

Email riskmanager@ewu.edu

Phone 509-359-6618