



Vehicle Accident/Incident Procedures

Any accident or incident involving *any* motor vehicle in use for official state business, *regardless of circumstances or amount of damage*, must be handled as described below:

Driver's Responsibilities

At the scene:

1. Take whatever steps are necessary to protect yourself from further injury.
2. Assist any injured party, giving only the first aid you are qualified to provide.
3. *Immediately* call 911 for medical assistance if needed.
4. On campus, *immediately* notify WWU Campus Police by calling (360) 650-3911 or x3911.
5. Off campus, *immediately* notify the proper law enforcement agency having jurisdiction, such as local police department, local sheriff department or state patrol by calling 911.
6. Cooperate with local law enforcement. Provide factual information, limiting responses to questions asked.
7. Provide factual information about yourself and the University vehicle to the other driver(s), e.g., name, agency, phone number, vehicle identification number (VIN), etc.
8. Obtain needed information from other driver(s). Identify witnesses and obtain addresses and phone numbers.
9. Do not discuss your actions with parties other than law enforcement. **Do not admit fault** to other parties or make any statements about the University's response to the accident, financial or otherwise.
10. Collect all required information necessary to complete the State Vehicle Accident Report Form SF 137 or WWU's Accident Checklist located in the vehicle's glove box for accident reporting purposes. The SF 137 is available [online](#) as well.
11. Have the University vehicle towed from the scene if not drivable. Contact the Maintenance and 24-Hour Roadside Assistance Company per information in the vehicle's glove box.
12. If you were driving a rental vehicle, contact Enterprise Rent-A-Car (or other rental agency) per the instructions on the rental agreement. If you rented from Enterprise, tell them that the vehicle was rented under the state contract. Enterprise assumes all risk

of loss or damage to the rental car and provides primary liability insurance coverage for Western and its employees.

13. If you were driving a personal vehicle, contact your personal auto insurance company.
14. Report the accident/incident to your supervisor as soon as possible.

Afterwards:

15. *Within 24 hours*, call WWU Risk Management at (360) 650-3065 or Motor Pool at (360) 650-6413 to report the accident. Leave a message if no answer.
16. *Within two (2) working days*, complete [State Vehicle Accident Report Form SF 137](#) and deliver original to WWU Risk Management, Old Main 400A, MS-9044.
17. *Within two (2) working days*, any injured University employees, students or guests, regardless of severity, must complete the [WWU Accidental Injury/Occupational Illness Report](#). This is a multi-purpose WWU Accidental Injury/Occupational Illness Report. Instructions are on the form.
18. *Within four (4) days*, if damages to *any* vehicle exceed \$700 and there *was not* law enforcement at the scene of the accident or incident, then the driver must obtain WSP 161 - Motor Vehicle Collision Report – from a local law enforcement agency and forward completed copies to:
 - A. WWU Campus Police, Campus Services Building, MS-9130 if accident or incident occurred on campus
 - B. The applicable incorporated city or town police chief, county sheriff or state patrol office as directed on the form
 - C. WWU Risk Management, Old Main 400A, MS-9044.

Supervisor's Responsibilities

1. Verify driver completed the above responsibilities.
2. Review SF 137 for accuracy and completeness. Agree or disagree that drive was acting within his/her scope of duties as an employee, student, etc. Sign the form.
3. Determine whether the driver meets the state's [Specified Driver](#) criteria and then facilitate required review and driver training.
4. If necessary, contact WWU Risk Management (360) 650-3065 or WWU Campus Police (360) 650-3555 for assistance.

These procedures apply to ALL state vehicles, privately-owned vehicles or rental vehicles used for official state business.