



March 22, 2010

Reminder: Report State Driver Crashes and Vehicle Damage to OFM Electronically

One way to save time, paper, and reduce delays for everyone is by sending OFM an electronic copy of the SF 137 State Vehicle Accident Report.

A highway crash or any non-highway damage to a state car – or your own car while driving on state business – **must** be reported to OFM within 48 hours of the event. [State Administrative and Accounting Manual, Policy 12.30.40\(13\)](#).

To report the crash, [use form SF 137, located here](#).

It is easy to comply with the SAAM by following these simple steps:

- ❖ State Driver: **within one day** of the crash or damage, fill out form SF 137 and give it to your supervisor.
- ❖ Supervisor of State Driver: review the form for completeness (including the name of the county), investigate the incident further as needed, and then sign and forward the completed SF 137 to your agency's risk manager.
- ❖ Agency Risk Manager: **within two days** of the crash or damage, e-mail the signed and completed form to OFM Risk Management's main mailbox: OFMRiskManagement@ofm.wa.gov.

Thank you!