

**Procedures for Reporting Accidents (Refer to State Administrative & Accounting Manual Chapter 12.30.40)**

For all accidents resulting in property damage or injuries involving any motor vehicle in use for official state business, state drivers are to follow the procedures below, as applicable.

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. Call 911 for medical assistance if needed.
4. Cooperate with local law enforcement. Provide factual information, limiting responses to questions asked.
5. 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.
6. Obtain needed information from other driver(s). Identify witnesses and obtain addresses and phone numbers.
7. 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.
8. Collect all required information necessary to complete the State of Washington Vehicle Accident Report (SF137) located in the vehicle's glove box or other information needed for agency accident reporting purposes.
9. Contact the Accident Management Service, CEI, if your agency has contracted for their vehicle repair services. Report accidents or state vehicle damage to CEI (consult CEI pamphlet located in vehicle glove box). Contact your agency's transportation officer if unsure whether CEI is a contracted service. **All Motor Pool Vehicles are covered by the CEI contract.**
10. Contact DES Motor Pool if you have a State Motor Pool vehicle. Report accidents to them at (360) 459-6378 or (800) 542-6840 within one business day.
11. Report the accident to your manager/supervisor.
12. Have the state vehicle towed from the scene if not drivable.
13. Complete the State of Washington Vehicle Accident Report (SF137) and any other agency-required accident report forms or procedures. **The completed SF 137 must be mailed within two working days to the Office of Risk Management** (1500 Jefferson, PO Box 41466, Olympia, WA 98504-1466 [DESmiRiskManagement@des.wa.gov](mailto:DESmiRiskManagement@des.wa.gov)) and the Safety and/or Risk Management Office of the reporting agency.
14. Complete the State of Washington Vehicle Collision Report if any injuries are sustained as a result of the accident or if damages to vehicles/property exceed \$700. This form is available on Washington State Patrol's website or at local law enforcement offices.

IF YOU ARE EXCHANGING INSURANCE INFORMATION, DETACH THIS SHEET ON THE DOTTED LINE AND PROVIDE THIS PORTION TO THE OTHER PARTY.



**Proof of Liability Insurance  
Washington State Agency Vehicle  
Continual Coverage**  
(See explanation below)

RCW 46.30.020(3) exempts mandatory liability insurance requirements for the operation of a motor vehicle governed by RCW 46.16.020, which includes any vehicle owned, rented, or leased by the state of Washington. Further, the state of Washington is continually self-insured under RCW 4.92.130 for its tort liabilities that might result from operational negligence of its vehicles.

Questions in this regard may be referred to the State Office of Risk Management in Olympia, Washington at (360) 407-9199.

Direct all vehicle tort liability questions or claims to:

Risk Management  
State of Washington  
1500 Jefferson  
PO Box 41466  
Olympia, WA 98504-1466  
(360) 407-9199