

IN CASE OF AN ACCIDENT

Seek medical assistance if necessary. Provide first aid, to your training and comfort level
Contact your supervisor immediately, and Risk Management. If damage is over \$1000, contact law enforcement, as well.

Law Enforcement is a neutral party; may fill out SF161.

Fill out SF137 accident report form. Either Hard Copy or On Line. Should be to local RMS and state within TWO BUSINESS DAYS

Hard copy should be in glove compartment

Regardless of which you fill out,

Fill it out completely, assume I know nothing

Use words and graphics. This is your chance to tell your side.

Give to your supervisor for review and signature

Make sure it gets to RMS within two business days

If Motor Pool vehicle, turn into them

If you damaged WSU property, your department is responsible for the cost of repair.

If you damaged 3rd party property, SILP kicks in

FYI First party is you; second party is insurance company, 3rd party is neither

3RD PARTY involved

Do NOT discuss the accident with anyone but law enforcement. Make no statements of fault.

Obtain information from 3rd party and witnesses

Give information. Use business phone and address

Hand out proof of vehicle insurance

Cooperate with law enforcement. Ask and answer.

Fill out SF137; make sure it gets to RMS and State within two business days.

Fill it out entirely. Assume I know nothing. Words and graphics. 3rd party has 3 years to sue; you won't remember.

INSURED IN THE VLR

Minimum of two estimates to RMS.

We will provide purchase order. You handle getting it to shop

RMS will pay. If shop requires credit card payments, let us know; we can do that.

Non-accidental damage, either through maintenance issues, wear and tear, negligence, abuse or neglect, is not covered. Nor is anything that is not permanently attached.

NOT IN VLR FUND

Handle repair according to BPPM or department policy.

PRIVATELY OWNED VEHICLES

Owner's insurance is primary. SILP kicks in only after owner's insurance is tapped out.

No insurance for repair of POV or deductible

Need approval to use

Should have glove box items in it.