Reporting an Accident Involving a State Driver

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 ORM within 48 hours of the incident per State Administrative and Accounting Manual, Policy 12.30.40(13).

How to report an incident
State drivers can now report vehicle accident online, print out a copy of the finished report and provide it to your supervisor and agency’s risk manager.

Link to the online accident report: https://etort.des.wa.gov/incidentreport

Navigating the online vehicle accident report
The grey bar on the left shows pages of information that you are required to provide: State Employee, Vehicle Information, Incident Information, Collision Information, Contact and Witnesses, Supporting Documents, Sign and Submit.

You can click on these icons to review the information before submitting. You can navigate through all the pages by either clicking on the Next button, Previous button or icons on the grey bar. The salmon color shade (on the grey bar) indicates the current page you are on. The Plus button on the title bar indicates indicate that the section can be expanded to show more information.

Please familiar yourself with these buttons. They do exactly as labeled when being clicked.

<table>
<thead>
<tr>
<th>State Employee – Provide information about the state driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Information – In Vehicle #1 section, provide information of the vehicle that the state driver was driving. In Vehicle #2 and #3, provide the vehicle, driver/owner and insurance information of the other vehicles involved in the accident, if applicable. Use the <em>Add Another Vehicle</em> button to add the second third party vehicle.</td>
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<tr>
<td>Incident Information – Provide date, location, city, county and description of the accident.</td>
</tr>
</tbody>
</table>
 Collision Information – Click on the *Open Diagram Editor* button to create a model of the collision. Describe the collision, damage and condition (weather, lighting, road, vehicle defects, etc.)

Contacts and Witnesses – Provide names and contact information of anyone who witnesses the accident including law enforcement, passengers, etc. Use the *Add Another Contact* button to add additional contacts and *Remove Contact* button to remove it.

Supporting Documents – Attach document supporting the accident such as photographs, police report, etc.

Sign and Submit – *If you are filing the accident report for someone else, you need to specify that.* Submit the report, save a copy for yourself and provide a copy to your supervisor and agency’s risk manager.

Date format: MM/DD/YYYY such as 02/27/2014

Telephone: (XXX)XXX-XXXX such as (360)742-0424

Non-vehicle property damage – report any damages other than the vehicle such as mailbox, building, fence, etc.