## STATE VEHICLE CRASH CHECKLIST STATE VEHICLE CRASH CHECKLIST ☐ Move your vehicle to a safe location and do not ☐ Move your vehicle to a safe location and do not obstruct traffic, if possible obstruct traffic, if possible ☐ Remain calm & Turn off your engine ☐ Remain calm & Turn off your engine ☐ Check for personal, passenger, and citizen injuries ☐ Check for personal, passenger, and citizen injuries ☐ If anyone injured, seek medical assistance ☐ If anyone injured, seek medical assistance In injury and/or death - CALL 911 ☐ In injury and/or death - CALL 911 Engage safety measures to prevent road hazards ☐ Engage safety measures to prevent road hazards Aid the injured, if no immediate risk Aid the injured, if no immediate risk Contact your supervisor to report accident Contact your supervisor to report accident Take photos of all vehicle damage and of scene Take photos of all vehicle damage and of scene ☐ Use the Vehicle Crash Packet □ Use the Vehicle Crash Packet ☐ To contact a Fleet/Motor Pool Representative ☐ To contact a Fleet/Motor Pool Representative in order to secure a tow and/or another vehicle in order to secure a tow and/or another vehicle □ To fill out the State Vehicle Crash Sheet □ To fill out the State Vehicle Crash Sheet ☐ To secure witness information - if available ☐ To secure witness information - if available ☐ To fill out the *DMV Oregon Traffic Accident* ☐ To fill out the *DMV Oregon Traffic Accident* & Insurance Report (turn into DMV within 72 hours) & Insurance Report (turn into DMV within 72 hours) ☐ To distribute Risk Management informational ☐ To distribute Risk Management informational claim cards to citizen drivers claim cards to citizen drivers ☐ To reference Certificate of Coverage for Insurance ☐ To reference Certificate of Coverage for Insurance **Insurance Company: State of Oregon Insurance Company: State of Oregon** Policy Number: Self-Insured, DMV24 Policy Number: Self-Insured, DMV24 Do not give statements to anyone, except law enforcement Do not give statements to anyone, except law enforcement officers, your agency's Risk Coordinator/Safety Manager, or officers, your agency's Risk Coordinator/Safety Manager, or DAS Risk Management representative. DAS Risk Management representative. ☐ Secure a copy of Police Report and submit with ☐ Secure a copy of Police Report and submit with State Vehicle Crash Sheet (turn into your agency State Vehicle Crash Sheet (turn into your agency Supervisor and/or Risk Coordinator or Safety Manager) Supervisor and/or Risk Coordinator or Safety Manager) ☐ Gather all written and photo documentation, then ☐ Gather all written and photo documentation, then make three (3) copies and submit to the following: make three (3) copies and submit to the following: ☐ State Vehicle's Owner (DAS Fleet / Agency's Motor Pool) ☐ State Vehicle's Owner (DAS Fleet / Agency's Motor Pool) ☐ Your Supervisor/Risk Coordinator/Safety Manager ☐ Your Supervisor/Risk Coordinator/Safety Manager ☐ Keep a copy for your records ☐ Keep a copy for your records ☐ Replace State Vehicle Crash Packet ☐ Replace State Vehicle Crash Packet Available online or contact your Risk Coordinator / Safety Manager Available online or contact your Risk Coordinator / Safety Manager http://www.oregon.gov/das/Risk/Pages/Accdntpkt.aspx http://www.oregon.gov/das/Risk/Pages/Accdntpkt.aspx If any questions regarding this process or have If any questions regarding this process or have a State Vehicle/Property claim exceeding your a State Vehicle/Property claim exceeding your Agency's \$2500 deductible, Agency's \$2500 deductible, **Contact DAS Risk Management** Contact DAS Risk Management By phone (503) 373-7475 • By phone (503) 373-7475 By email Risk.Management@oregon.gov By email Risk.Management@oregon.gov By address DAS EGS Risk Management By address DAS EGS Risk Management PO Box 12009 PO Box 12009

Salem, OR 97309-0009

DAS RISK MANAGEMENT | 1/1/2018

Salem, OR 97309-0009

DAS RISK MANAGEMENT | 1/1/2018