

STATE VEHICLE CRASH CHECKLIST

- Move your vehicle to a safe location and do not obstruct traffic, if possible
- Remain calm & Turn off your engine
- Check for personal, passenger, and citizen injuries
- If anyone injured, seek medical assistance
- In injury and/or death - **CALL 911**
- Engage safety measures to prevent road hazards
- Aid the injured, if no immediate risk
- Contact your supervisor to report accident
- Take photos of all vehicle damage and of scene
- Use the Vehicle Crash Packet
 - To contact a Fleet/Motor Pool Representative in order to secure a tow and/or another vehicle
 - To fill out the *State Vehicle Crash Sheet*
 - To secure witness information - if available
 - To fill out the *DMV Oregon Traffic Accident & Insurance Report (turn into DMV within 72 hours)*
 - To distribute Risk Management informational claim cards to citizen drivers
 - To reference Certificate of Coverage for Insurance

Insurance Company: State of Oregon
Policy Number: Self-Insured, DMV24

Do not give statements to anyone, except law enforcement officers, your agency's Risk Coordinator/Safety Manager, or DAS Risk Management representative.

- Secure a copy of Police Report and submit with *State Vehicle Crash Sheet (turn into your agency Supervisor and/or Risk Coordinator or Safety Manager)*
- Gather all written and photo documentation, then make three (3) copies and submit to the following:
 - State Vehicle's Owner (DAS Fleet / Agency's Motor Pool)
 - Your Supervisor/Risk Coordinator/Safety Manager
 - Keep a copy for your records
- Replace State Vehicle Crash Packet

Available online or contact your Risk Coordinator / Safety Manager
<http://www.oregon.gov/das/Risk/Pages/Accdntpkt.aspx>

If any questions regarding this process or have a State Vehicle/Property claim exceeding your Agency's \$2500 deductible,

Contact DAS Risk Management

- By phone (503) 373-7475
- By email Risk.Management@oregon.gov
- By address DAS EGS Risk Management
PO Box 12009
Salem, OR 97309-0009



DAS RISK MANAGEMENT | 1/1/2018

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