

Emergency Equipment

All vans are equipped with:

- Three Reflective Triangles
- First Aid Kit
- Flashlight
- Fire Extinguisher
- Accident kit

Placement of Triangles

- On a freeway or divided highway, place one triangle 10 feet behind, one 100 feet behind, and one 200 feet behind the disabled vehicle.
- On two-way roadways, place one triangle 10 feet behind the disabled vehicle on the traffic side of the vehicle, one 100 feet behind the vehicle and the third 100 feet in front of the vehicle.
- Near a hill, curve or other obstruction, a triangle may be placed farther from the vehicle than indicated above, but in no case should it be placed more than 500 feet from the disabled vehicle.



3701 96th St. SW
PO Box 99070
Lakewood WA 98496-0070

Vanpool Accident Reporting Procedures

Report all accidents to Pierce Transit within 24 hours

Vanpool Emergencies

253.581.8000

800.562.8109



At the Scene

- ❑ Aid the injured. Call 9 1 1 to request medical assistance, if needed.
- ❑ Take necessary precautions to protect the scene from further incidents.
- ❑ Place emergency reflective triangles (see this brochure for placement instructions).
- ❑ When safety permits, stay with the van.
- ❑ DO NOT ADMIT FAULT or argue about the accident. Do not discuss the cause of the accident or who is at fault with anyone other than a Pierce Transit representative and/or law enforcement.
- ❑ Complete the Information Exchange Card and give to involved parties.
- ❑ Have drivers of other vehicles complete the Information on Drivers of other Vehicles Involved card.
- ❑ Ask witnesses and passengers to complete Courtesy Cards.
- ❑ Take pictures of all damaged vehicles, accident scene, and other damage as described in this brochure. Use digital camera or phone camera if available.
- ❑ If you cannot drive the vehicle or if there are injuries, call Pierce Transit at 253.581.8000 and follow prompts to Vanpool Emergency.
- ❑ Refer all requests for information from other involved parties to Pierce Transit's Risk Management Division, 253.581.8087.

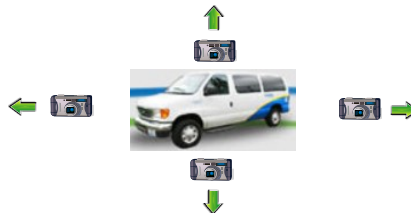
Taking Photos

Take the following accident photographs:

- ❑ All four sides of the involved vehicles. Capture each vehicle's license plate in photos.



- ❑ All four sides of the accident scene. Turn your back to the van and photograph the surrounding signs and intersections.



- ❑ The actual damage to any vehicles or objects.



Do not photograph individuals.

Reporting Procedures

It is the responsibility of the driver involved in the accident to submit the following to Pierce Transit within 24 hours of the accident:

- ❑ A completed Pierce Transit **Vanpool Traffic Collision Report**.
- ❑ Completed **Information on Drivers of Vehicles Involved** form.
- ❑ Completed **Vanpool Courtesy** cards.
- ❑ **Accident pictures**, preferably digital.
- ❑ If law enforcement was at the scene, a copy of any completed **Accident Report, or Statement** they provided to you.
- ❑ If law enforcement was NOT at the scene, and the accident resulted in more than \$1000 damage, obtain and complete a **State of Washington Vehicle Collision Report***. Submit a copy to Pierce Transit.

*Obtain this from any Washington State Patrol office or download from WSP website. Complete, sign and deliver as instructed.