

# Vanpool Accident Instructions



What to do in the event of an accident...

Vanpool Phone: 253.581.8000

## IMMEDIATELY AFTER THE ACCIDENT

1. Help anyone injured, then call 911 to request medical assistance (if needed)
2. Place emergency reflective triangles around the vehicle:
  - One-way Street or Freeway: 10, 100 and 200 feet behind
  - Two-way Street: 10 and 100 feet behind and 100 feet in front
  - Hill or Curved Street: Place for visibility but no further than 500 feet
3. Distribute copies of the appropriate type of information card to those involved and then collect:
  - Drivers: Driver Information Exchange cards (blue)
  - You: Vanpool Information Exchange card (green)
  - Witnesses: Vanpool Courtesy card\*

**Do not admit fault** or discuss details with anyone outside of Pierce Transit or law enforcement. Refer **all information requests** to Pierce Transit's Risk Management Department at **253.983.3477**

4. Take photos of the following:
  - All 4 sides of the Vanpool vehicle
  - All 4 sides of the surrounding area (turn your back to the van and take a photo from each side)
  - All 4 sides of any damaged vehicles
  - Any damage to objects or property
5. If you can't drive the vehicle or there are injuries, call Pierce Transit at 253.581.8000 and follow the prompts to Vanpool Emergency

\*If more Vanpool Courtesy cards are needed, use the online version available at [PierceTransit.org/CourtesyCard](http://PierceTransit.org/CourtesyCard) or use your mobile phone to scan the QR code



# Vanpool Accident Instructions *continued*

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## WITHIN 24 HOURS - Vanpool driver only

1. Notify Pierce Transit by calling 253.581.8000 or emailing [Vanpool@PierceTransit.org](mailto:Vanpool@PierceTransit.org)
2. Complete Pierce Transit's online Collision Report at [PierceTransit.org/CollisionReport](http://PierceTransit.org/CollisionReport) or use your mobile phone to scan the QR code
3. Upload all cards (Driver Information Exchange and Vanpool Courtesy) in the online Collision Report or scan cards & email to [Vanpool@PierceTransit.org](mailto:Vanpool@PierceTransit.org)
4. If law enforcement was at the scene of the accident, submit copies of any completed accident reports to [Vanpool@PierceTransit.org](mailto:Vanpool@PierceTransit.org)



If law enforcement was **not at the scene**, the accident damage is likely to **exceed \$1000**, the other party **did not have insurance**, or someone **sustained an injury**, you must complete an **Online State of Washington Motor Vehicle Collision Report (OMVCR)** and provide **a copy to Pierce Transit**.

The OMVCR is linked in the online Pierce Transit Collision Report or available at [www.fortress.wa.gov/wsp/wrecr/OMVCR](http://www.fortress.wa.gov/wsp/wrecr/OMVCR)



253.581.8000 | [PierceTransit.org](http://PierceTransit.org)