

UW Fleet Safety Accident Reporting

FS Safety Team Meeting, January 19, 2016



UW Fleet Safety Program

Objectives

- > To help stakeholders better understand the post-accident process, which consists of 4 distinct parts.
 1. Protect from further harm
 2. Report vehicle accidents
 3. Investigate/evaluate damage and other losses
 4. Apply what's learned, use tools to prevent recurrence and reduce frequency and severity of vehicle accidents

UW Fleet Safety Program

Why?

- > Costs to repair damage costs \$1,750 per occurrence – over \$300K in 2015
- > Almost 70% of all UW MVA's are preventable
- > MVAs remain most common cause (60%) of injury/death in workplace



UW Fleet Safety Program

How?

- > Easy, quick and objective reporting of accidents
- > Thorough/timely investigation: determine root cause(s), establish approach to correct driver behavior or environmental causes as appropriate
- > Focus on preventive measures learned by root cause analysis – not blame

Post-accident process

1. Stop. Take action to prevent further injury/damage.
2. Move vehicle out of traffic if safe.
3. Call 911 if:
 - Injury is *possible*
 - Damage to non-UW property occurs
 - Laws have been broken
 - > Police contact needed in almost all cases

Paper accident report form



Post-accident process

4. Don't admit or argue fault at the scene
5. Don't discuss the accident
6. Don't accept or offer settlements



Post-accident process

LIABILITY INSURANCE IDENTIFICATION CARD

This vehicle is insured under the University of
Washington self-insurance program which is
managed by

**Office of Risk Management
University of Washington
Seattle, Washington 98195
(206) 543-3657**



Post-accident process

7. Contact Fleet Services at (206)685-1564
 - If after-hours, move to next step
8. Report accident to CEI at (877)443-5777 within 24 hours
9. Notify supervisor ASAP



Post-accident process

10. Report damage to non-UW property/vehicles to UW Risk Services
11. Report injuries to anyone to UW EH&S (OARS)



Responsive tools to prevent more accidents

> Specified Driver Program

- 2 at-fault accidents in 24 months
- 1 at-fault accident causing injury in 24 months
 - UW driving privilege suspended for accidents
 - will reinstate upon completion of hands-on training/ride-along
- Drive over 1000 miles per month

> Communication and outreach

- Group/unit meetings and talks
 - Honest/open discussion





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UW Vehicle Accident Reporting

UW has contracted with CEI Group to manage accident reporting services. Post-accident instructions and a UW insurance liability card is located in the glove box of all University vehicles.

It not required to fill out a hand-written CEI Accident Report form. However, a blank form is available to use in the glove box of all University vehicles to help remind drivers what information they will need to give CEI when they report a vehicle accident.

In case of a motor vehicle accident involving possible injury to any person, possible damage to another vehicle or damage to any non-UW property:

1. Stop immediately and take required precautions to prevent further collisions, damage or injury.
2. If there is a possible injury to you or others, call 911 immediately.
3. If your vehicle is in the roadway, move as far out of traffic as possible if it is safe to do so.
4. Contact police by calling 911. **This is a UW policy requirement for all vehicle accidents, except when a University vehicle is the only property that is damaged, there are no possible injuries and no traffic rules or laws broken.**
5. Do not admit fault, accept settlements or offer settlements at the accident scene.
6. Do not discuss the accident with anyone except UW Risk Services, other interested UW officers or emergency response personnel (police, fire and medical).

Contacts and help

> UW Vehicle Accident Reporting

- <http://www.washington.edu/facilities/transportation/fleetservices/accident>

> Driver safety training & resources

- <http://www.washington.edu/facilities/transportation/fleetservices/training-safety>

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