



STATE OF WASHINGTON  
**VEHICLE ACCIDENT REPORT**

Date of Accident (MM/DD/YYYY)

Time  AM  
 PM

**INSTRUCTIONS:** This report must be mailed\* within two working days to the following offices:

- ① Department of Enterprise Services  
Office of Risk Management  
1500 Jefferson Street SE /POB 41466  
Olympia, Washington 98504-1466
- ② Safety/Risk Management  
Office of Reporting Agency

\*Scanned form can be e-mailed to [desmiriskmanagement@des.wa.gov](mailto:desmiriskmanagement@des.wa.gov)

<b>STATE EMPLOYEE VEHICLE NO. 1</b>	Name		Age	Employing Agency			Position			
	Business Address		Zip	Business Phone		Email		Was vehicle being used on Official State Business <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Operator's License No.		License Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Indicate			Have you had a previous accident while driving on state business? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	License No.	Year	Make	Body Type	Where Located		No. of Passengers	Est. Repair Cost		
	Owning Agency		Describe Damages Fully (Parts, type, and extent of damage)							
If Privately Owned, Name and Address of Owner (If State Owned, Equipment No. Only)							Insurer			
<b>OTHER VEHICLES</b>	Owner Car No. 2		Phone		Owner Car No. 3		Phone			
	Address		City	Zip	Address		City	Zip		
	Driver		Age	Phone		Driver		Age	Phone	
	Address		City	Zip	Address		City	Zip		
	Driver's License No.		Vehicle License No.			Driver's License No.		Vehicle License No.		
	Vehicle Make		Year	Body Type		Vehicle Make		Year	Body Type	
	Name of Passengers				Name of Passengers					
	Repair Cost		Describe Damage			Repair Cost		Describe Damage		
	Insurance Company			Policy No.		Insurance Company			Policy No.	
	<b>OTHER PROPERTY</b>	What was Damaged?							Repair Cost	
Name and Address of Owner				City	Zip	Phone				
<b>INJURED PARTIES</b>	Name and Address				Extent of Injury	Age	Veh. 1	Veh. 2	Veh. 3	Ped.
<b>WITNESSES</b>	Name		Address		City	Zip	Phone			
<b>OTHER</b>	Police Investigate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Which Division (Sheriff, WSP, City)		Citation Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No Issue To <input type="checkbox"/> You <input type="checkbox"/> Veh. 2 <input type="checkbox"/> Veh. 3		Have you filed a Collision Report Form WSP 161 As Required by Law? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Location		Or Near Intersection of				
City/County		Type of Accident	<input type="checkbox"/> Front to Rear <input type="checkbox"/> Broadside	<input type="checkbox"/> Head-On <input type="checkbox"/> Sideswipe	<input type="checkbox"/> Parked Car <input type="checkbox"/> Bike - Car	<input type="checkbox"/> Pedestrian <input type="checkbox"/> Hit Object
<b>Information Regarding Accident</b>	No. 1, Your Vehicle	No. 2, Other Party (Name)		No. 3, Other Party (Name)		
1. If pedestrian, where was he/she (crosswalk, etc.)?						
2. Road conditions (dry, glare, icy, rain, snow, etc.)? (Gravel, blacktop, etc.)						
3. At what distance danger was first noticed?						
4. Speeds at time danger was first noticed?						
5. Speeds at time of accident?						
6. What warning signals were given?						
7. Obstruction to vision (weather and other)?						
8. Lights On? Wipers On? Windows Fogged?						
9. Had any party been drinking? Who?						

Describe in Detail What Happened (Use additional paper if necessary)

<input type="checkbox"/> Straight Road <input type="checkbox"/> Curve – R or L <input type="checkbox"/> Level	<input type="checkbox"/> Hillcrest <input type="checkbox"/> Uphill <input type="checkbox"/> Downhill	<input type="checkbox"/> One Lane <input type="checkbox"/> One and One-Half Lane <input type="checkbox"/> Two Lane or Four Lane	<p><b>Mark Damaged Areas</b></p>
<p>Show on diagram position of each car, vehicle or injured person, indicating by arrow direction of each.</p> <p><b>IMPORTANT</b> If street or view was obstructed in any way, indicate where and how; also indicate any street car or tracks and traffic signals or signs.</p> <p>Indicate points of compass N. E. S. W.</p>			
Signature (Driver)	Date	Signature (Supervisor)	Date