



TRANSPORTATION SERVICES

Campus Box 355212
Seattle, WA 98105
tel. 206.685.1565
fax. 206.685.9289

COMMUTER SERVICES

Campus Box 351105
tel. 206.685.1543
fax. 206.543.2409

FLEET SERVICES

Campus Box 354270
tel. 206.221.3594
fax. 206.543.3823

MOVING & SURPLUS

Campus Box 355210
tel. 206.685.2797 – Moving
tel. 206.685.1573 – Surplus
fax. 206.616.5280

RECYCLING & SOLID WASTE

Campus Box 355210
tel. 206.685.2811 – Recycling
tel. 206.616.0836 – Solid Waste
fax. 206.685.3241

UW SHUTTLES

Campus Box 355210
tel. 206.685.3146
fax. 206.543.3241

Collisions/Accidents: New Procedures Effective January 2009

University of Washington Fleet Services has teamed up with CEI to manage accident reporting for Fleet Services vehicles. The CEI accident report form replaces the current SF 137 accident report. The new accident reports will be located in the glove box of all University vehicles. If you have an old SF 137 version accident report, visit the Fleet Services Rental Office or Shop to get a copy of the new CEI accident report.

In case of a collision or accident:

Stop immediately.

Take required precautions to prevent further collisions/accidents.

Provide the other parties involved in the accident the [UW Liability Insurance ID Card](#) located in the glove box.

If there is an injury call 911 and CEI at 1-877-443-5777.

Contact CEI at 1-877-443-5777 to report an incident. Identify yourself as a University of Washington employee.

Fill out CEI accident report. Have your supervisor sign report and forward report to Fleet Services within 24 hours of incident.

If necessary, CEI will tow the vehicle back to Fleet Services or a different repair shop if the vehicle is outside of the Seattle area.

If necessary, CEI will provide a rental vehicle if the driver is away from the University of Washington campus or the accident takes place after Fleet Services office hours.

In case of minor damage, or if no other vehicles are involved:

Contact CEI to report incident at 1-877-443-5777. Identify yourself as a University of Washington Employee.

Fill out a CEI accident report. Have your supervisor sign report and forward it to Fleet Services within 24 hours of incident.

Bring the vehicle to Fleet Services for a damage assessment.

State of Washington Motor Vehicle Collision Report, form 3000-345-161 (9/00) State law requires this form be filled out IN ADDITION TO the CEI accident report IF the damage exceeds \$700 or there is a personal injury or death associated with the accident. Send the completed collision report to the agencies listed at the top of the form. These forms are kept in the glove box of Fleet Services vehicles.

In Case of Damage or Vandalism: Any damage or vandalism to a vehicle must be reported to Fleet Services even if a driver is not present at the time of damage. A CEI accident report must be filled out per requirements stated above.