

Selah School District

Travel Accident Checklist

If you are involved in an accident while traveling on school business the following steps must be taken. If you are in an accident while driving a personal vehicle while on school business, you may be held personally liable.

ACCIDENT CHECKLIST:

- ☐ Make sure your vehicle is secure
- ☐ Set parking brake
- ☐ Shut off engine
- ☐ Put on hazard lights
- ☐ Check for injuries
- ☐ Call 911/notify the police (as needed). Do not make any statement which may be held against you.
- ☐ Administer first aid (as needed)
- ☐ Set out triangles (if available)
- ☐ Call the Selah SD Transportation Office and your immediate supervisor to notify them of the accident and receive further instructions
- ☐ Take photos/video of the scene and vehicles if you are able.
- ☐ Complete Documentation and submit to Transportation Department immediately upon return
 - ☐ Get other driver's information (if applicable) using [Form 6605 F6](#)
 - ☐ Driver Name, Phone Number, Vehicle License Plate Number, Drivers License Number, Name of Insurance Company, witness information, injury information (if any), police officer at the scene, any other important information.
 - ☐ Give your driver's information (if applicable) using [Form 6605 F7](#)
 - ☐ **Owner (District Owned Vehicles Only): Selah School District #119** (316 West Naches Avenue, Selah, WA 98942)
 - ☐ **Insurance Agent: Central Washington Insurance** (410 South 1st Street, Selah, WA 98942)

- ☐ Complete the accident diagram using [Form 6605 F9](#)
- ☐ Complete Accident Injury(ies) form (if applicable) using [Form 6605 F10](#)
- ☐ Complete Accident Seating Chart (if applicable) using [Form 6605 F11](#)
- ☐ DOT physical (if applicable)

EMERGENCY CONTACT NUMBERS

Transportation Office: 509-698-8330 / 509-698-8331

Joe Coscarart (Director): 509-728-5788

Mike McCay (Mechanic): 509-728-1406

Chad Quigley (Associate Superintendent): 509-833-8480

Kevin McKay (Superintendent): 509-945-1956