

WSF Incident Report Guide

A WSF Incident Report is not a CLAIM FORM but is prepared anytime a passenger injury or property damage occurs onboard a WSF vessel or on WSF property. Once completed the Incident Report is sent to the WSF Safety Office.

Request WSF Incident Report:

To receive a copy of the WSF Incident Report passengers must submit a Public Disclosure Request through the Washington State Department of Transportation (WSDOT).

Public Disclosure Requests may be submitted by email, fax, or mail.

Include in your request the items below as applicable:

- Name
- Mailing Address/Email Address
- Phone
- Incident Date /Time
- Incident Location
- Additional comments or items:
- Name of injured parties
- Medical reports or other documents
- Send report by email or USPS mail (hard copy).

The next column is a sample form that can be used to request Incident Reports. WSDOT will respond with a letter that will include a point of contact, and estimated date your report will be sent.

WSF Incident Report Request Form

Name	Phone
Mailing Address	
Email Address	
Incident Date	Incident Time
Incident Location	
Additional Items Requested/Comments	
Send requested information by:	
<input type="radio"/> Email	
<input type="radio"/> US Mail	
<input type="radio"/> Other	
Send request to any of the following:	
Mail: WSDOT Records & Information Services PO Box 47410 Olympia, WA 98504-7410	
Fax: 360-705-6808	
E-mail: publicdisclosurerequests@wsdot.wa.gov	
Public Disclosure Questions: 360-705-7734	

Americans with Disabilities Act (ADA) Information: This material can be made available in an alternate format by emailing the WSDOT Diversity/ADA Affairs team at wsdota-da@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Title VI Statement to Public: It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinators, George Laue at (509) 324-6018 or Jonte' Sulton at (360) 705-7082.

Vehicle Operator Responsibilities and Claim Information Guide



Washington State Ferries

Carefully read all the information in this brochure prior to completing and presenting your claim.

The following is to provide the public with information regarding Driver Safety Responsibilities and the procedures to file a Standard Tort Claim for persons suffering bodily injury or damage to property on or about WSDOT Ferries Division terminals or onboard the vessels.

Chapter 4.92 of the Revised Code of Washington (RCW) requires the Office of Financial Management (OFM) / Risk Management Division (RMD) to receive and process citizen Standard Tort Claims against Washington State.

Depending on the type of claim, other statutes may apply. This information is not a substitute for legal advice.

Revised 7/2013. In the interest of creating a safe environment, the following provides safety information regarding the responsibilities of vehicle operators.

The Ferries Division will refuse service to persons conducting illegal and unsafe activities and could be charged or arrested by law enforcement for violations of State law.

The duties of vehicle operators at the terminals and onboard vessels are stated in the Revised Codes of Washington (RCW).

Operator Responsibilities:

Vehicle operators are responsible for being aware of potentially unsafe conditions and for making every effort to ensure a safe environment.

Operators are responsible for the control of their vehicle and should adjust the maneuvering as needed to drive safely and avoid collisions.

Vehicle operators can request assistance as needed from a traffic attendant, yet remain responsible for their actions and consequences related to the maneuvering of their vehicle. Refer to RCW 46.61 “Rules of the Road” regarding your legal responsibilities.

Your responsibilities include, but are not limited to:

- Be aware of your vehicle size and extended equipment i.e. mirrors, rooftop racks, long loads protruding to the front and rear of the vehicle, etc.
- Take time to survey the general area for potential constraints that include objects in the path of the vehicle; proximity of other vehicles; clearances on road surfaces beginning and ending at inclines and declines; overhead clearances and on the side and at road level.
- Drive forward and backward at the appropriate speed and distance from other vehicles and objects, remain attentive to your surroundings at all times.

Circumstances that may arise and require an adjustment of vehicle speed and clearance include:

- Vehicle movement and positioning to/within and from a parking location.
- Turns made where objects and vehicles may be in close proximity to your vehicle.
- Vehicles in front of you that make sudden stops.
- Pedestrians and bicyclists in or near the path of vehicles.

- Be aware of warning signs and markings that alert you of potential clearance obstacles, roadway markings to the lane divisions. Drive within marked lanes and turn safely.
- Desist from driving under the influence of intoxicants or drugs, possession of alcoholic beverages.
- Refrain from driving while using cell phones and sending/reading/writing text messages.
- Avoid opening vehicle doors in traffic, riding in towed vehicles, and littering, carrying persons/animals on the outside of the vehicle, following too closely to other vehicles and driving without a seatbelt.

Claim Submittal Process:

Claim forms and related documentation are available from the following sources:

- www.ofm.wa.gov/rmd/tort
- WSDOT/RMD at (360) 704-6355, (800) 737-0615 – Monday thru Friday (8am to 5pm) with the exception of holidays.

The claim packet includes a Standard Tort claim form that must be presented to the State. It is designed for the claimant to provide all required information.

A Tort claim against the Ferries Division must be filed with the office of OFM/RMD. You can present the claim in person at the RMD office or by mail.

When filing a claim, the claim must include the SF-210 documents and supporting documentation.

Washington State law requires an original signature on the Standard Tort Claim form. The claim form cannot be submitted electronically (email or fax).

The claim form must be signed by the claimant; or by a person holding a written power of attorney from the claimant; or by the attorney in fact of the claimant; or by an attorney

admitted to practice in Washington State on the claimant's behalf; or by a court approved guardian ad-litem on behalf of the claimant.

Claim Process:

The State's liability for claimed damages or injuries is determined objectively. Claimants are fairly compensated when liability is supported and are denied when liability is unsupported.

Upon receipt of a claim, the following actions are taken:

1. Review and evaluate the claim.
2. Evaluate and assess information received from other sources with respects to the claim.
3. Assess liability based on the information collected.
4. Resolve the claim based on the determination of legal liability.

Property Damage Claims:

Include a repair bill or two written repair estimates.

Bodily Injury Claims:

You may be requested to provide copies of medical records or sign a medical records release form for RMD to acquire documentation from your physician and/or hospital. Include copies of medical bills with your claim. The Risk Management Division objectively determines the State's liability for claimed injuries.

Investigation Process:

The length of the investigation varies greatly depending on the complexity of the issues and the availability of documents and witnesses to support causation and damages.

A claim can be resolved promptly when all relevant information and documentation are provided initially for the investigator's consideration.