



COVERAGE & CLAIM ROUTES

Government Vehicle and Roadway Incident Notice-Prep Workbook

Identify the potentially responsible public entity and prepare a source-verified administrative-claim review packet before special notice requirements are overlooked.

WHAT THIS WORKBOOK HELPS YOU DO

01

Complete your public-entity and recipient verification

02

Complete your administrative requirement audit

03

Complete your incident and loss support inventory

For people handling accident-related paperwork and preparing clear, evidence-backed questions.

Use it on screen or on paper. Save a personal copy before entering information. Blank response areas are fillable; printed copies work just as well. Keep completed copies private.

Scope. Educational organization tools, not legal, medical, tax or financial advice. No claim result, coverage decision or payment is promised. Verify policy language, current local rules and all deadlines with the appropriate professional or official source.



START HERE

Start with a clear working file

Work on one claim, account or issue at a time. Keep originals unchanged and label working copies with a short evidence ID. Complete the guidance in order, then use the worksheets to turn questions into an organized next step.

A practical order

- 01 Read the four guidance pages before filling the worksheets. Mark facts you can support and questions that still need an answer.

GUIDANCE / PAGES 03-06

- 02 Use the fictional examples to check your method. Their facts and dollar amounts do not describe your claim or predict an outcome.

EXAMPLES / PAGE 07

- 03 Complete the four working sheets, then use the readiness check and next-step page. Duplicate a worksheet when you need another record.

WORKSHEETS / PAGES 08-11

Protect your information

Store completed copies somewhere private. Use a claim or account suffix when a full identifier is unnecessary. Share only relevant copies through a verified recipient and appropriate channel. A saved PDF can contain personal information even when it is not open on screen.

Before a deadline. Do not wait to finish this workbook when a notice, release, court paper or policy deadline needs attention. Verify the actual requirement and seek qualified help promptly.



GUIDANCE 1

01

Recognize a public-entity question early

Record why a government connection is suspected: an agency vehicle, public bus, road condition, signal, work crew or maintained property. Preserve identifying facts such as vehicle markings, location and the report number, but do not assume a logo proves who employed the driver or maintained the site. Contractors and different levels of government may be involved. Special notice procedures can exist alongside ordinary injury deadlines, making early qualified review important.

Identify the exact entity and role

Create separate rows for federal, state, county, city, transit authority and any private contractor that may be relevant. Verify the entity through official sources and record its apparent role: vehicle owner, employer, roadway owner or maintenance contractor. The entity operating near a crash is not necessarily the correct claimant recipient. Washington's state tort-claim instructions expressly say its form is not for claims against cities, counties, other states or the federal government.

RELATED WORKING SHEETS

- Public-entity and recipient verification
- Incident and loss support inventory

Sources for this page: [1], [2], [3], [4]. See the linked source guide.



GUIDANCE 2

02

Separate incident reporting from a claim

An emergency report, police report, service request or complaint may document an incident without satisfying administrative claim requirements. Inventory what has already been sent, where and for what purpose. Obtain the correct official claim instructions for the identified entity and preserve their version/date. Do not assume a customer-service email starts a legal claim or that a contractor's insurer can accept notice on behalf of a public body.

Verify deadlines, recipients and authority

Record every required act, trigger, recipient, delivery method and signing authority from the applicable official instructions and legal advice. California Courts describes a government-claim process with short presentation windows; federal FTCA practice has different requirements. These are contrasting examples, not a national deadline chart. Accrual, exceptions and claims involving minors or special statutes require counsel. If a deadline may be close or missed, seek help immediately rather than self-rejecting the matter.

Compare prior reports with the identified entity's official claim instructions.



Sources for this page: [1], [2], [3], [4]. See the linked source guide.



GUIDANCE 3

03

Build an accurate incident and entity packet

Assemble a factual account, location map, photographs, witness sources and records tying the incident to the possible public entity. For a roadway issue, distinguish the condition observed after the event from proof of its earlier existence or notice. Do not assert that maintenance responsibility, prior notice or negligence has been established unless supported. Preserve records and identify gaps; immunity and substantive liability are outside the workbook's decision scope.

Organize losses without guessing a legal demand

Collect existing medical, income and property documentation and identify incomplete or developing losses. Some forms require a specific monetary amount with important consequences. The federal SF95 process, for example, requires a sum certain; the amount should not be casually copied from a settlement calculator. Obtain appropriate advice about valuation and amendment before submission. This workbook gives a proof inventory and review questions, not a number to claim.

RELATED WORKING SHEETS

- Incident and loss support inventory
- Public-entity and recipient verification

Sources for this page: [1], [2], [3], [4]. See the linked source guide.



GUIDANCE 4

04

Run the pre-submission and delivery review

Compare the packet against the actual official instructions: entity, form/version, required facts, signatures, attachments, amount fields and service method. The checklist is a preparation aid, not certification of legal sufficiency. Keep a complete copy and reliable delivery/receipt evidence. Do not sign for another person without authority or submit sensitive records to a generic contact form. A qualified reviewer should resolve material uncertainties before an irreversible filing decision.

Track the response and separate next deadlines

Record acknowledgement, requests for information, rejection and any stated mailing dates. A response can trigger a different deadline; lack of response can have different consequences depending on the scheme. California and federal procedures should remain in separate example boxes. Seek advice on next steps rather than assuming rejection ends the claim or automatically authorizes a lawsuit. The completed packet should make the administrative history easy to verify.

RELATED WORKING SHEETS

- Administrative requirement audit
- Submission and response chronology

Sources for this page: [1], [2], [3], [4]. See the linked source guide.



FICTIONAL EXAMPLES

Work through the examples

These invented cases demonstrate the method. They are not case results, estimates of what you will receive or statements of universal rights.

01 Example 1

Fictional city-branded roadwork is performed by a contractor. The file lists both as leads and verifies who owns and maintains the road before selecting a recipient.

02 Example 2

A city service ticket is preserved as evidence of reporting but marked 'not verified as administrative claim'.

03 Example 3

A hospital bill is documented but future treatment is unresolved. The packet asks for valuation advice instead of inserting a calculator estimate into a formal demand.

04 Example 4

A rejection letter arrives on October 20 but says mailed October 15. Both dates are recorded for counsel rather than assuming arrival controls.



WORKSHEET 1

01

Public-entity and recipient verification

Verify each entity independently; use official current instructions, not a generic government address.

Possible entity

Government level

Role alleged

Evidence/source

Official claim page/form

Correct recipient

Address/portal verified date

Contractor involvement

Unresolved question

Related guidance: [Recognize a public-entity question early](#)



WORKSHEET 2

02

Administrative requirement audit

Separate police/service reports from legal claim presentation and do not calculate uncertain deadlines alone.

Required act

Applicable scheme/source

Trigger/date

Deadline verified by

Form/version

Signer authority

Delivery method

Receipt evidence

Exception/referral

Related guidance: [Run the pre-submission and delivery review](#)



WORKSHEET 3

03

Incident and loss support inventory

Avoid unsupported accusations and speculative monetary claims; obtain advice where a sum certain is required.

Fact/loss

Evidence

Custodian

Date

Amount if documented

Developing/unknown item

Review question

Privacy/recipient need

Related guidance: [Build an accurate incident and entity packet](#)



WORKSHEET 4

04

Submission and response chronology

Retain envelopes and complete notices; distinguish sent, received and mailing dates.

Document sent/received

Date and method

Official recipient

Complete copy location

Acknowledgement

Rejection mailed date

New deadline question

Reviewer/next action

Related guidance: [Run the pre-submission and delivery review](#)



READINESS REVIEW

Check the file before using it

REVIEW EACH ITEM BEFORE MOVING ON

- ☐ Each working figure or statement is linked to an identifiable document.
- ☐ Missing information is marked as unverified rather than estimated as fact.
- ☐ The exact question and the person or organization able to answer it are identified.
- ☐ The current document version and any conflicting version are preserved.
- ☐ Independent deadlines and the source of each deadline have been checked.
- ☐ The final written response has been compared with the original question.

What still needs attention

Open fact or decision, who can resolve it, and the source needed

Completion standard. The working file is complete when the important facts are supported, the next action is assigned and any unresolved issues remain clearly visible. A completed checklist does not establish coverage, entitlement or legal compliance.



ACTION PLAN

Write down the next step

Choose the smallest useful next step. Make the request specific enough that the recipient can locate the record and explain or address the exact issue. Keep proof of what you sent and what came back.

The exact issue or request

Evidence IDs and document versions that support the request

Verified recipient and channel

Date sent and follow-up date

What response will resolve the issue, and what still needs professional review

Separate decisions. A courtesy follow-up date is not a legal deadline. A document request does not automatically pause another requirement. Do not sign, settle, move property or disclose sensitive records merely because a box on this page is complete.



REFERENCE GUIDE

Sources and scope

The linked official sources support the educational background. The forms and examples are original organization tools. Sources were checked on October 1, 2026; policies, procedures and law may change. Recheck the current source before relying on a rule.

[1] California Courts government claim self-help

California describes pre-suit agency claims, generally six-month presentation for personal injury/property damage and separate response/lawsuit timing, with exceptions. Scope: California-only and simplified; accrual, exceptions and exact notice language require current legal review.

<https://selfhelp.courts.ca.gov/civil-lawsuit/government-claim>

[2] US DOJ Civil Division documents and forms

SF95 is a convenient but not mandatory FTCA claim format; presentment goes to the appropriate federal agency. The guidance requires a specific sum certain and describes a two-year presentment period after accrual. Scope: Federal scope and exceptions matter; this is not a merits opinion or general public-entity rule. Page updated July 10, 2026.

<https://www.justice.gov/civil/documents-and-forms-0>

[3] GSA SF95 official form page

Provides the official current-download route for Standard Form 95. Scope: The free official form is linked here; verify its current revision before use.

<https://www.gsa.gov/reference/forms/claim-for-damage-injury-or-death>



REFERENCE GUIDE

More source notes

[4] Washington DES eTort FAQ

Washington's state form is restricted to alleged harm by the state and specified personnel, not other governmental entities. The FAQ identifies authorized signers. Scope: Washington-only illustration of entity and authority requirements.

<https://des.wa.gov/policies-legal/risk-management/online-etort-filing>

Keep the scope clear

No all-government deadline or form

No immunity or liability determination