REPORTING AUTOMOBILE ACCIDENTS

The State administers a vehicle liability self-insurance program against loss for personal injury and property damage to others. The program protects any officer or employee of the State while operating a state-owned vehicle while on official business.

All vehicle accidents which in any way involve personal injury or property damage to others must be reported within 48 hours on Report of Vehicle Accident form STD. 270. The completed report must be signed by the operator and approved by his or her supervisor.

Accidents resulting in any injury to persons other than employees, or involving serious damage to the property of others, must be reported immediately by telephone to the Office of Risk and Insurance Management or an advance copy of STD. 270 may be faxed to the ORIM.

DO NOT DISCUSS ACCIDENT WITH ANYONE EXCEPT:

- Investigating Traffic Officers
- Your Supervisors
- Authorized State Officers
- State’s Insurance Adjusters

Subsequent to any accident involving a State vehicle, all communications and forms, including Summons and Complaint, must be forwarded to the Department of General Services, Office of Risk and Insurance Management, Sacramento. Transmittal letter should include date and place of service together with any other pertinent information, including name of person or agency served and date of service.

COMPLETE ENTRIES ON ACCIDENT IDENTIFICATION CARD—DETACH AND GIVE TO OTHER DRIVER
This vehicle is owned or leased by the State of California, a public entity, and operated by employees or agents of the State. California Vehicle Code Sections 16000, 16020, 16021 et seq. state that ownership or lease of a vehicle by a public entity establishes evidence of financial responsibility.

**EVIDENCE OF FINANCIAL RESPONSIBILITY**

**REPORTING OF CLAIMS**

In case of accident resulting in injury to persons (other than employees), or involving serious damage to the property of others, call the Office of Risk and Insurance Management IMMEDIATELY (or FAX an advance copy of STD 270, Vehicle Accident Report, to): During normal working hours call:

OFFICE OF RISK AND INSURANCE MANAGEMENT (916) 376-5300/5302 (CALNET: 480-5300/5302) or 1-800-900-3634 TO LEAVE FR EE FAX (916) 376-5277

On weekends or holidays, call:

OFFICE OF RISK AND INSURANCE MANAGEMENT (916) 376-5295 (or CALNET: 480-5295)

and leave a Voice Mail answering machine message (which will be returned on the next business day).

NOTE: The accident identification card and this report are due in 10 days from date of accident.