



SACRAMENTO STATE

MOTOR VEHICLE ACCIDENTS STATE DRIVER REPORTING PROCEDURES

Sacramento State, (California State University, Sacramento), is self-insured for its motor vehicle liability insurance through a program administered by the State of California Office of Risk and Insurance Management (ORIM)(Calif. Dept. of General Services).

CSUS Drivers must report **all** motor vehicle accidents (in CSUS-owned vehicles as well as those occurring in personal or rental vehicles while being driven on official CSUS (State) business) by following the following procedures:

1. **Make no comment or statement** regarding the accident to anyone except investigating police, your supervisor, CSUS Risk Management, or other State officers, or an identified representative of the State's insurance adjuster.
2. **Do call the Police, 911**, in the event of any injury accident. If the **police** request a copy of your insurance, and if operating a **State Owned Vehicle**, provide them this form. In accordance with **CVC 16021**, State ownership of the vehicle establishes **financial responsibility**.
3. Do exchange information with the other driver. Record all information on the accident identification card, STD Form 269, before leaving the scene of the accident. If another vehicle is involved, detach the appropriate portion of the form and give it to the driver of the other vehicle.
4. Immediately **call (916) 278-3656** (CSUS Risk Management) and give a verbal report of the accident. If no answer, leave a message giving your name, department, telephone number where you can be reached, and a brief description of the accident.
5. In all accidents that result in injury or serious damage, immediately telephone ORIM at (916) 376-5302 or (800) 900-3634. If no answer, leave a message where you can be reached on the next business day.
6. All drivers involved in an accident while driving on official CSUS business must complete the Report of Vehicle Accident, STD Form 270, and give a copy to your supervisor, and submit the original to the CSUS Office of Risk Management, Sacramento Hall, Room 155, Campus Zip 6008, Fax (916) 278-3567, within 24 hours, or NLT next business day.
7. The supervisor of every driver involved in an accident while driving on official CSUS business must investigate each accident promptly and thoroughly and prepare a Review of State Driver Accident, STD Form 274, and submit it to the CSUS Office of Risk Management, Sacramento Hall Room 155, campus zip 6008, Fax (916) 278-3567, within five days.
8. The reviewing officer for all accidents involving State/University drivers on official CSUS business is the Risk Manager. The purpose of these reviews is to aid in preventing CSUS employee driver accidents by determining specific needs for accident prevention training, and establishment of administrative policy.
9. The CSUS Office of Risk Management will coordinate all reporting requirements between CSUS, ORIM, and the State Attorney General. If you have any questions, please call (916) 278-3656.