

VEHICLE ACCIDENTS: REPORTING

Vehicle Accident Reporting Form for State Drivers (Form STD-270)

<http://www.documents.dgs.ca.gov/osp/pdf/std270.pdf>

When completing the on-line Vehicle Accident Report form (Std 270) where damages and/or repairs exceed \$1,000, the state driver should do the following:

- Input all information from your computer **except** the accident diagram drawing and required two signatures. (**Please note that all years must be in four digits and all telephone numbers must have an area code.**)
- Print the form.
- Hand-draw the diagram.
- Sign on bottom of form.
- Have reviewing officer sign form at bottom.
- Distribution of completed form is as follows:

Forward original to ORIM either by mail or fax. (**The requirement of the diagram and signatures prohibits form from being sent electronically.**)

Mail: ORIM Claims Unit, 707 Third Street, First Floor,
West Sacramento, CA 95605
Fax: (916) 376-5277

Retain copy for campus use and send to: Environmental Health and Safety Office, attn. K. Brady/D. Thomas, Bungalow D, 5151 State University Dr., Mail Code: 8570-05, Los Angeles CA 90032 OR Fax to: 323-343-3464.

Accidents involving Privately Owned Vehicles or Rental Vehicles should be clearly marked at the top of the form.

Vehicle accidents resulting in injury to persons other than university employees or that involve serious damage to the property of others should be reported immediately by telephone at (916) 376-5300 or by Fax at (916) 376-5277 to the Office of Risk and Insurance Management (ORIM).

Review of State Driver Accidents (Form STD 274)

<http://www.documents.dgs.ca.gov/osp/pdf/std274.pdf>

A State Driver Accident Review form (Std 274) must be completed within five (5) days from the date of an accident and a copy forwarded to ORIM at the above address. This form is required for ALL accidents regardless of who was hurt, what property was damaged, or who was responsible.

Accident Identification Card (Std. Form 269)

The driver of a university, state-owned, or rental vehicle involved in an accident will record all pertinent information on the Accident Identification Card, Std. Form 269 (*on-line form not available*), which can be found in the glove compartment of the vehicle, before leaving the scene of the accident. Separate and distribute the portion of the card that includes detail for a two-party accident.

Summary Report of State Driver Accidents (Form INS-68)

<http://www.documents.dgs.ca.gov/orim/INS68form.pdf>

The objectives of this form are as follows;

- 1.) To enable state managers to identify the effectiveness of departmental policies for driver training and other activities to control state losses of productivity caused by vehicle accidents.
- 2.) Data collection on state driver accident experiences for use in measuring overall effectiveness of the State Driver Accident Prevention Program.
- 3.) As a basis for awards and recognition activities

Post Accident Procedures for State Drivers - Refer to the following outline for what to do following a vehicle accident.

<http://www.documents.dgs.ca.gov/orim/mvasop.pdf>

CSULA employees involved in an accident while driving a state-owned vehicle, or a privately owned vehicle on official university or state business, will make no comment or statement regarding the accident to anyone except police, other state officers or employees, or an identified representative of the state's contract adjuster.

WHEN AN ACCIDENT OCCURS that involves a university, state-owned, rental, or privately owned vehicle driven on official university or state business:

Forward all claims, including summons and complaints, immediately to;
Office of the General Counsel at The Chancellors Office
Office of the Attorney General of California
Office of Risk and Insurance Management in the Department of General Services in Sacramento

Claims transmittal letter should contain:

Date and place of service and any other pertinent information.

REPORTING VEHICLE ACCIDENTS

The driver of the university, state-owned, rental, or privately owned vehicle driven on official university or state business will:

Using the Accident Information Card, Std. Form 269 –record all pertinent information before leaving the scene.

If a secondary vehicle is involved detach and provide the appropriate portion of the Std. Form 269. Blank Accident Identification Cards should be located in each state-owned vehicle glove compartment.

Std. Form 269 – Additional instructions for vehicle accident reporting that will be necessary for completing Std. Form 270.