

**VEHICLE ACCIDENT REPORT**

STD 270 (Rev. 1/2025)

**\*\*CONFIDENTIAL INFORMATION\*\*****DO NOT RELEASE TO OTHER PARTIES WITHOUT CONSENT OF  
THE OFFICE OF RISK AND INSURANCE MANAGEMENT.**

This report must be received by ORIM within 2 business days after

**STATE DRIVER**

NAME			EMPLOYING DEPARTMENT		
DRIVER'S LICENSE NUMBER	DATE OF BIRTH	PHONE	JOB TITLE		
STATE DRIVER'S EMAIL			OFFICE ADDRESS <i>(Street, City, State, Zip Code)</i>		
WAS VEHICLE BEING USED ON OFFICIAL STATE BUSINESS?			SUPERVISOR NAME		
YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(If NO, attach explanation)</i>			SUPERVISOR EMAIL		SUPERVISOR PHONE

**STATE VEHICLE**

VEHICLE LICENSE NUMBER	VEHICLE YEAR	MAKE	MODEL	VEHICLE EQUIPMENT NUMBER
VEHICLE OWNER: Indicate Dept. Owned*, Rental*, DGS Pool, or Employee Owned				* If Dept. Owned or Rental, Enter Owner's Name
DESCRIBE DAMAGES TO STATE VEHICLE				

**ACCIDENT DETAILS**

ACCIDENT LOCATION <i>(Address/Area)</i>			ACCIDENT DATE	POLICE REPORT MADE?  YES: <input type="checkbox"/> NO: <input type="checkbox"/>
			ACCIDENT TIME	
CITY	STATE	ZIP CODE	INVESTIGATING AGENCY NAME AND ADDRESS	
COUNTY				

PROVIDE A BRIEF DESCRIPTION OF HOW THE ACCIDENT OCCURED

**OTHER VEHICLE**

DRIVER'S NAME			VEHICLE LICENSE NO.	VEHICLE YEAR	MAKE	MODEL
DRIVER'S LICENSE NUMBER	DATE OF BIRTH	PHONE	REGISTERED OWNER		OWNER PHONE	NO. OF PASSENGERS
DRIVER'S ADDRESS			OWNER ADDRESS <i>(Street, City, State, Zip Code)</i>			
CITY		STATE	ZIP	NAME AND POLICY NUMBER OTHER PARTY'S INSURANCE		
BRIEFLY DESCRIBE DAMAGE TO OTHER VEHICLE/PROPERTY						

**VEHICLE ACCIDENT REPORT**

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DEPARTMENT OF GENERAL SERVICES  
OFFICE OF RISK AND INSURANCE MANAGEMENT  
916.376.5300  
claims@dgs.ca.gov

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**INJURED**

NAME	DATE OF BIRTH	ADDRESS (Street, City, State, Zip Code)
NAME	DATE OF BIRTH	ADDRESS (Street, City, State, Zip Code)

**WITNESS**

NAME	PHONE	ADDRESS (Street, City, State, Zip Code)
NAME	PHONE	ADDRESS (Street, City, State, Zip Code)

**ADDITIONAL VEHICLE**

DRIVER'S NAME			VEHICLE LICENSE NO.	VEHICLE YEAR	MAKE	MODEL
DRIVER'S LICENSE NUMBER	DATE OF BIRTH	PHONE	REGISTERED OWNER			OWNER PHONE
DRIVER'S ADDRESS (Street, City, State, Zip Code)			OWNER ADDRESS (Street, City, State, Zip Code)			
NAME AND POLICY NUMBER OTHER PARTY'S INSURANCE						

DESCRIBE DAMAGE TO OTHER VEHICLE/PROPERTY