

Date: February 16, 2011

To: State Driver Accident Report Coordinator

From: Department of General Services
Office of Risk & Insurance Management
707 Third Street, Sixth Floor
West Sacramento, CA 95605

Subject: Request for State Miles Driven

Attached is the request for State Miles Driven report for the 2010 calendar year. This report is to be completed by your department in accordance to Sam Section 2580.2.

The information will also be used in determining the Departmental awards for reducing motor vehicle accident rates.

If your department did not submit the States Miles Driven report for the prior four calendar years please include a copy of each year not previously submitted with the 2010 report.

Please return the attached information to Michele Stiger, Health & Safety Program Coordinator by **May 30, 2011**. The State Miles Driven report is also available on our internet site at www.orim.dgs.ca.gov. You may contact Michele Stiger by phone (916) 376-5308 or by email, Michele.Stiger@dgs.ca.gov, for assistance.

Grace Koch, Acting Chief
Office of Risk and Insurance Management

GK: ms

Attachment