



# M E M O R A N D U M

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**Date:** February 9, 2010

**To:** State Driver Accident Report Coordinator

**From:** **Department of General Services**  
**Office of Risk & Insurance Management**  
**707 Third Street, First Floor**  
**West Sacramento, Ca 95605**

**Subject:** **Request for State Miles Driven**

Attached is the request for State Miles Driven report for the 2009 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 2009 report.

Please return the attached information to Tavelle Matteucci, Health & Safety Program Coordinator by **March 30, 2010**. The State Miles Driven report is also available on our internet site at [www.orim.dgs.ca.gov](http://www.orim.dgs.ca.gov). You may contact Tavelle Matteucci at (916) 376-5309 or [tavelle.matteucci@dgs.ca.gov](mailto:tavelle.matteucci@dgs.ca.gov) for assistance.

Kimberly Hunt, Chief  
Office of Risk and Insurance Management

KH: tm

Attachment