

STATE CONTRACTED SHIPMENT

3821

(Revised 03/07)

The following procedures apply generally to moves within California. You should consult with the DGS Transportation Management Unit to plan an interstate move.

Employees may choose to have their moves contracted by their agency using the DGS "List of Eligible Carriers." The following is the procedure:

1. Your agency (or new department if you are being transferred to another agency) notifies you of the state authorized move by completing Part I of Moving Service Authorization, STD. 255. See (3800) A-4 in the Appendix. Your agency explains your responsibilities. The agency should give you the State's List of Eligible Carriers and the DGS Moving Guide. These are essential to a well planned move. These two items are available from the DGS Transportation Management Unit.
2. Next you select a household goods carrier from the list. Then get an accurate written estimate of weight and costs from the carrier. Where no eligible carrier is available, you may ask your agency to have the DGS Transportation Management Unit negotiate a contract with a carrier.

You must obtain the signature of the carrier's agent in Part II of STD. 255. This signature, along with your signature, binds the carrier to do the move according to its offer and at the rates on file with the state. Give the original STD. 255 to the carrier, retain one copy, and forward the other copy directly to the DGS Transportation Management Unit, 707 Third Street, Second Floor, West Sacramento, CA 95605-2811. Your agency will give you a stamped, self-addressed envelope for this purpose.

3. All household goods shipped under STD. 255 are automatically insured for loss or damage under the state's blanket insurance policy. The use of individual certificates or policies is not needed. This blanket insurance applies only on transportation within California or transportation between two points in California by an interstate route.

The blanket insurance provides coverage at \$2.00 valuation per pound of household goods shipped subject to the authorized weight. See CCR, Title 2, Section 599.719 and SAM Section 3823. In some cases, you may believe that the actual value of the goods is more than the amount of insurance provided by the state. If you want more coverage than provided by the State, you can buy your own additional insurance from your insurance agent at your expense.

Shipments and authorized weights will be reported to the insurance company by the DGS Office of Risk and Insurance Management. This will be based upon the DGS Transportation Management Unit's analysis of freight bills. Agencies are billed monthly by the insurance company.

4. The State's insurance has deductibles of \$250 for loss or damage while in transit via a household goods carrier.

When you pay part or all of a deductible, you may get a refund from your employing agency on a Travel Expense Claim form, STD. 262. When submitting this claim, you must furnish:

- a. A copy of the original claim filed with the household goods carrier for moves other than self moves.
- b. Documentation of the amount paid by the household goods carrier and the State's insurance company.

See the Moving Guide for a detailed description of the insurance coverage, as well as instructions on how to file a claim.