

MANAGEMENT MEMO

SUBJECT: MOTOR VEHICLE ACCIDENT REPORTING AND INVESTIGATIONS	NUMBER:
	DATE ISSUED:
REFERENCES: State Administrative Manual, Section 2455 Supersedes Management Memo 98-18	EXPIRES: Until Rescinded
	ISSUING AGENCY: DEPARTMENT OF GENERAL SERVICES

All motor vehicle accidents involving a state-owned vehicle, or any motor vehicle being used on state business, *must be reported within 48 hours* to the Office of Risk and Insurance Management (ORIM) at 707 Third Street, First Floor, West Sacramento, CA 95605, utilizing Std. Form 270, Report of Vehicle Accident.

If the accident resulted in bodily injury or significant property damage to a non-state party, the accident must be *first reported by telephone* at (916) 376-5302 or by a preliminary copy of the Std. Form 270 sent by FAX to (916) 376-5277.

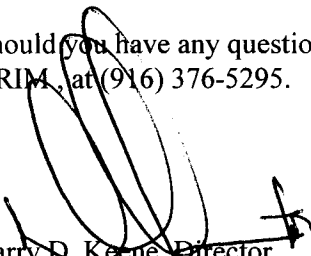
Reporting the accident by telephone or FAX does not replace the need to mail the Std. Form 270 to the ORIM within 48 hours. When mailed, the form *must* be signed by the driver and co-signed by his/her supervisor or reviewing officer.

If an accident involving bodily injury or significant property damage occurs on a weekend, call (916) 376-5295 and leave a voice mail message. The caller will be contacted on the next business day for more details.

An Accident Identification Card, Std. Form 269, should be found in the glove compartment of all state vehicles.

ORIM contracts out to private adjusting companies to perform requested additional investigation and claims handling services. Should the need arise to verify employment of a private adjusting company representative, you may call ORIM at (916) 376-5302.

Should you have any questions concerning this information, please call Rich Beck, Liability Claims Manager, ORIM, at (916) 376-5295.



Barry D. Keene, Director

Department of General Services