If involved in a motor vehicle accident while on state business, state employee drivers must report the accident within 48 hours (regardless of the ownership of the vehicle) on a Vehicle Accident Report form, STD. 270, to the:

Office of Risk and Insurance Management (ORIM)
707 Third Street, First Floor
West Sacramento, CA  95605
P (916) 376-5300.
F (916) 376-5277
Claims@dgs.ca.gov

Should the accident result in bodily injury to anyone other than the state employee, the accident must be immediately reported to the ORIM by telephone or an advance faxed or email copy of STD. 270. On weekends, call (916) 376-5300, to leave a Voice Mail.

An Accident Identification card, STD. 269, should be carried in the glove compartment of all state vehicles. This card should be completed and the tear-off portion given to the other party. The card provides a convenient place to write down pertinent information while still at the accident scene. This information should be transferred to the STD. 270 and sent to ORIM.

For reporting purposes,

An accident is defined as one that involves a state-owned vehicle (or a non-state-owned vehicle operated by a state employee on state business) where there is damage caused to another person or property.

An incident involves only a state-owned vehicle where the damage, regardless of the amount, is limited just to the state vehicle which was stationary at the time the damage occurred. Incidents should not be reported to ORIM.

State employees should not discuss the accident with anyone other than the police, their supervisors, ORIM Claims Unit, or the independent adjusting company under contract with ORIM. If contacted by the other party, their attorney or insurance company, the state employee should refer the party or correspondence to ORIM Claims Unit. Under no circumstances should the state employee driver give either a written or recorded statement to the other party or their representatives.

If served with any post-accident legal papers, call ORIM Claims Unit immediately.