

MOTOR VEHICLE ACCIDENT STATE DRIVER REPORTING PROCEDURES

California State University Channel Islands is self-insured for motor vehicle liability insurance through a program administered by the State of California Office of Risk and Insurance Management (ORIM, Calif. Dept. of General Services). CSUCI Drivers must report **all** motor vehicle accidents (in CSUCI-owned vehicles as well as those occurring in personal or rental vehicles while being driven on official CSUCI business) by following the following procedures:

1. Make no comment or statement regarding the accident to anyone except investigating police, your supervisor, CSUCI Risk Management, other State officers, or an identified representative of the State's insurance provider.
2. Do call the police (911) in the event of any injury accident. If the police request a copy of your insurance documentation, and you are operating a state-owned vehicle, provide them this form. In accordance with CVC 16021, State ownership of the vehicle establishes financial responsibility.
3. Do exchange information with the other driver. Record all information on the accident identification card, STD Form 269, before leaving the scene of the accident. This form should be found in the vehicle glove-compartment. If another vehicle is involved, detach the appropriate portion of the form and give it to the driver of the other vehicle.
4. Immediately call (805) 437-8846 (CSUCI Risk Management) and give a verbal report of the accident. Leave a message if necessary including your name, department, telephone number where you can be reached, a brief description of the accident, and advise if any involved parties were injured.
5. In all accidents that result in injury or serious damage, immediately telephone the Office of Risk and Insurance Management (ORIM) at (916) 376-5302 or (800) 900-3634. Leave a message if necessary including where you can be reached by ORIM staff on the next business day.
6. All drivers involved in an accident while driving on official CSUCI business must complete the [Report of Vehicle Accident, STD Form 270](#). Give a copy to your supervisor, and submit the original to the CSUCI Office of Risk Management **within 24 hours**, or the next business day.
7. The supervisor of each driver involved in an accident while driving on official CSUCI business must investigate each accident promptly and thoroughly and prepare a [Review of State Driver Accident, STD Form 274](#). The completed form must be submitted it to the CSUCI Office of Risk Management within five days.
8. The CSUCI Office of Risk Management will coordinate all reporting requirements between the University, ORIM, and the State Attorney General. If you have any questions, please call (805) 437-8846.

Embedded Secure Document

The file <http://www.documents.dgs.ca.gov/osp/pdf/std270.pdf> is a secure document that has been embedded in this document. Double click the pushpin to view.

