

Human Resources Memorandum

SUBJECT: Vehicle Accident Reporting	NUMBER: HR 17-010 - superseded HR 15-014
	DATE ISSUED: March 23, 2017
DISTRIBUTION: All Department of Fish and Wildlife Employees	EXPIRES: Until Rescinded

In accordance with the State Administrative Manual (SAM) sections 0753, 2430 and 2440, this memorandum provides information and outlines the requirements of operating a vehicle on official state business. It also outlines the California Department of Fish and Wildlife's (DFW) vehicle accident reporting procedures.

Prior to operating a vehicle for official State business

Employees must self-certify that they possess a valid California driver license and possess the required proof-of-insurance coverage, as noted on the "Authorization to Use a Private Vehicle" form STD 261 on file (SAM 0753). Employees who drive at least once a month are required to successfully complete the Defensive Drivers Training every four years.

Employees driving state vehicles should verify the "Accident Identification" card (STD 269) is in the glove compartment in advance of each trip. When an accident occurs, this card should be completed and the bottom half (tear-off portion) should be given to the other party. The card provides a convenient place to write down pertinent information while still at the accident scene. This same information is required when completing the "Report of Vehicle Accident" (STD 270) form.

Employee responsibilities

Employees involved in a motor vehicle accident while driving on official state business must adhere to the following requirements:

- Call 911, if anyone at the accident scene is injured and/or there is severe damage;
- Obtain other party information, i.e.: name, address, insurance carrier, and report the incident as noted above;
- Take pictures of any damage to both vehicles, if possible;
- **Do NOT** admit fault or make statements that the state will pay for the other person's vehicle damage;
- **Immediately** report the accident to your supervisor;
- Submit the STD. 270 to your supervisor for their review and only share the form with your supervisor and CDFW's Risk and Operations Management Unit (ROM).
- If contacted directly by the other driver involved in the accident, their insurance company or their attorney, inform your supervisors and refer them directly to Office of Risk and Insurance Management (ORIM) at (916) 376-5300 or email claims@sdgs.ca.gov

Note: An employee driving their personal vehicle must also contact their insurance carrier or provider to file a claim.

Supervisor's responsibilities

- Review the "Report of a Vehicle Accident" STD 270 form;
- Complete the "Review of State Driver Accident (Supervisor's)" STD 274 form;
- Obtain any CHP or other police authority accident report, if applicable;
- **Immediately** email ORIM at claims@dgs.ca.gov or telephone (916) 376-5300 or (800) 900-3634, to report an accident that results in bodily injury to anyone other than the state employee. Email and voice-mail is available 24-hours a day, 7-days a week including holidays; and
- Forward forms STD 274 and STD 270 to ORIM and the department's ROM within two business days after the accident.

Any questions regarding this memorandum can be directed to the Human Resources Branch, Medical/Disability Services Unit at 916-653-3612.

Links to Department of General Services ORIM Forms:

STD-270: Vehicle Accident Reporting Form for State Drivers

<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std270.pdf>

STD-268: Accident Report - Other than Motor Vehicle

<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std268.pdf>

STD-274: Supervisor Review of State Driver Accidents

<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std274.pdf>

STD-261: Authorization To Use Privately Owned Vehicles On State Business

<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf>