

# MANAGEMENT MEMO

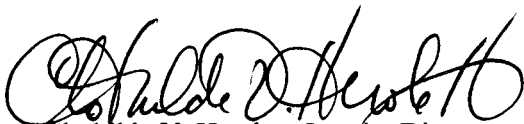
<b>SUBJECT:</b> <b>MOTOR VEHICLE ACCIDENT REPORTING</b>	<b>NUMBER:</b>
	<b>DATE ISSUED:</b>
	<b>EXPIRES:</b> <b>Until Superseded</b>
<b>REFERENCES:</b> <b>State Administrative Manual, Section 2455</b> <b>Modifies Management Memo 02-04</b>	<b>ISSUING AGENCY:</b> DEPARTMENT OF GENERAL SERVICES

Management Memo 02-04 requires that all motor vehicle accidents involving a state-owned vehicle, or any vehicle being used on state business, must be reported within 48 hours to the Office of Risk and Insurance Management (ORIM).

The Vehicle Accident Report, STD 270, and Accident Identification Card, STD 269 were revised to reflect a new reporting address. Reporting accidents on a timely basis is imperative.

Every state agency with motor vehicles should promptly order sufficient numbers of both forms. The agencies should then develop and initiate a process whereby the out-dated cards are removed from state vehicles and replaced with the current cards so that all state motor vehicles have the current cards.

Should you have any questions concerning this information, please contact Kimberly Hunt, ORIM Claims Manager, at (916) 376-5423 or email at [kim.hunt@dgs.ca.gov](mailto:kim.hunt@dgs.ca.gov).



Clothilde V. Hewlett, Interim Director  
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