

## Frequently Asked Questions

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### Who can occupy State Vehicles?

State vehicles are to be used for official State business only and non-employees should not be transported in state vehicles. Transporting persons who are non-state employees in state vehicles greatly increases the financial risk to the State. Therefore, if a non-state employee is transported in a state vehicle there should be a compelling business reason to do so.

### Is the State vehicle covered when driven out-of-state?

State vehicles ARE covered for liability when driven out-of-state (but not out of the country).

### Does an SR-1 form need to be filed with the DMV if I'm the driver involved in an accident?

Yes, the driver must complete an SR-1 report and send it to DMV within 10 days if someone is injured (no matter how minor the injury) or killed, or property damage is over \$1000. You can get the form or file it online through DMV at: <https://www.dmv.ca.gov/portal/dmv-virtual-office/accident-reporting/>

### How do I inquire about the status of a Government Claim I have filed?

You can email the Government Claims Program at: [GCINFO@DGS.CA.GOV](mailto:GCINFO@DGS.CA.GOV)

### Will the State pay for repairs to my privately owned vehicle that was damaged while conducting state business?

Please see SAM 0757: <https://www.dgs.ca.gov/en/Resources/SAM/TOC/700/0757>

### Do I need to report vandalism to a state vehicle on an STD 270 and submit to ORIM?

No. Vandalism is considered an incident. Under SAM 2430 “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.”

### Who do I report accidents involving potholes, or rocks being kicked up on freeway construction sites that cause damage to my vehicle?

Please contact Caltrans at: <https://dot.ca.gov/online-services/submit-damage-claim>

### Where can I request a self-insured insurance letter?

Email the request to [riskmanagement@dgs.ca.gov](mailto:riskmanagement@dgs.ca.gov)

### If I am involved in an accident while driving a state-owned vehicle, where is the Evidence of Financial Responsibility (proof of insurance) located?

The form STD 269 is the Evidence of Financial Responsibility. It should be located in the glove box of all state-owned vehicles.

### Who do I report an accident to if I’m involved in an accident while conducting state business in a rental vehicle?

Report the accident to the rental carrier AND submit an STD 270 and 274 to ORIM. If the rental is rented through the statewide travel program with Enterprise Rental, Enterprise is primary for insurance coverage up to \$300,000.00. If the claim is over \$300,000.00 then the coverage through the ORIM, Vehicle Liability Self Insurance program (VELSIP) would provide excess coverage.