

## MOTOR VEHICLE ACCIDENT PROCEDURES

### State Employee Involved in Accident:

- At the accident scene, do not admit fault or make any promises that the state will pay for any damages.
- Fill out the STD 269 form, Reporting of Automobile Accidents (should be located in the state vehicle glove box). Tear off the perforated section and provide it to the other driver involved in the accident.
- If safe to do so, take photographs at the accident scene to include damages to the state vehicle, the other parties vehicle / property, etc.
- Within 2 business days of the accident, complete the STD 270 Vehicle Accident Report Form (STD 270).

### State Supervisor or Health and Safety Coordinator / Unit:

- Review the STD 270 with the state employee.
- Complete the STD 274 State Driver Accident Review – Supervisor’s Review Form (STD 274).
- Email the completed STD 270, STD 274 and any additional accident-related documentation (e.g.: Scene photographs, diagrams, map coordinates, traffic collision report, etc.) to [claims@dgs.ca.gov](mailto:claims@dgs.ca.gov) within 2 business days after the accident

### State Employee / State Supervisor / Health and Safety Coordinator:

- If contacted directly by the other driver involved in the accident, their insurance company or their attorney, do not provide them with any statements regarding the motor vehicle accident.
- Do not advise them that their claim will be accepted or paid.
- Have the other driver / party contact ORIM directly at:

Department of General Services  
Office of Risk and Insurance Management  
Attn: Claims Unit  
707 3<sup>rd</sup> Street, 1<sup>st</sup> Floor, Room 1-150  
West Sacramento, CA 95605  
Phone: (916) 376-5300  
Email: [claims@dgs.ca.gov](mailto:claims@dgs.ca.gov)

### If you are served with a Summons and Complaint or any other Legal Documents:

- Notify ORIM immediately of the summons and complaint and/or other legal documents.
- ORIM will coordinate with the appropriate State legal division on the handling of the legal documentation.
- ORIM and the respective legal division will provide assistance and guidance to the department.