

# MANAGEMENT MEMO

NUMBER: 20-02

SUBJECT:

DATE ISSUED:  
MARCH 10, 2020

STATE MOTOR VEHICLE INSURANCE ACCOUNT  
2020-21 FISCAL YEAR PREMIUM ASSESSMENT

EXPIRES:  
JUNE 30, 2021

REFERENCES:

Government Code Sections 11290 (a), 16378, 16379  
Supersedes Management Memo 19-02

ISSUING AGENCY:

Department of General Services  
(DGS)

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**Introduction** The Department of General Services (DGS) administers the State Motor Vehicle Insurance Account (SMVIA). This management memo provides state agencies information on their SMVIA premium assessment for the 2020-21 fiscal year. The SMVIA funds are utilized to pay claims for damages as a result of the ownership or operation of motor vehicles used in the course and scope of state employment.

**SMVIA  
Program  
Coverage**

The SMVIA provides:

- Unlimited self-insured liability coverage for the state agencies and employees who operate vehicles on state business.
- Excess liability coverage for state employees on state business while driving non-state vehicles, but only after the vehicle owner's liability policy limits have been paid.

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**Coverage  
Limitation  
Exception**

Effective January 1, 2004, when a non-salaried driver (which includes, but is not limited to, students and contractors) is involved in a motor vehicle accident while on state business, the program's coverage will be limited to \$1 million per accident, regardless of ownership of the vehicle. The driver's employing department/agency will be financially responsible for the payment of any claims, settlements, judgments or verdicts in excess of \$1 million.

Reference: [State Administrative Manual \(SAM\) Section 2420](#).

**State  
Motor  
Vehicle  
Insurance  
Account**

The SMVIA is funded through assessments charged to state agencies that utilize vehicles/equipment for their operations. The assessment reflects the projected amount to be expended to pay claim settlements and administrative expenses such as adjusting and defense costs.

## STATE ADMINISTRATIVE MANUAL

**Assessment Calculation** Each state agency's premium assessment is based on claim experience for the last five calendar years ending December 31, 2019.

State agencies that own more than 300 vehicles are rated on their own claims experience; State agencies with fewer than 300 vehicles are generally grouped together and experience rated as though they were one entity.

Attachment 1 reflects the 2020-21 fiscal year motor vehicle self-insurance assessments for 23 separately rated departments and the *All Other Departments* group.

The premium assessment for the *All Other Departments* category will be distributed to departments in this group on a *per vehicle* basis using the reported vehicle inventory as of December 31, 2019, from the DGS Office of Fleet and Asset Management. The average rate for this group is calculated at **\$131** per vehicle.

**Loss Impact** The 2020-21 premium decrease is due in part to a decline in overall losses paid for the preceding 5 years.

**Minimizing/Reducing Vehicle Losses** State agencies can help minimize and/or reduce these losses by following state policies and recommended practices on vehicle use and operator requirements:

- Employees who operate vehicles on official business must have a valid driver's license and a good driving record.
- Agencies shall participate in the Department of Motor Vehicles (DMV) "Pull Notice Program" if they have employees who operate vehicles on official business as a condition of employment for Class A, B, or Class C drivers' licenses with special certificates.
- Authorized drivers should be permanent State employees.
- Drivers under the age of 18 may not operate State vehicles under any circumstances.

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## STATE ADMINISTRATIVE MANUAL

### Minimizing/ Reducing Vehicle Losses (Cont.)

- Employees who operate vehicles on official business should attend and successfully complete an approved defensive driver training course at least once every four years. Online training is available at:  
<https://www.dgs.ca.gov/ORIM/Services#@ViewBag.JumpTo>
- Employees operating their private vehicle on official business must complete a [STD. 261](#), *Authorization to Use Privately Owned Vehicles on State Business*. This form certifies liability insurance for the minimum financial responsibility limits as set forth in statute. Additionally, the employee certifies the vehicle is adequate for the work, equipped with operating safety belts and is in safe mechanical condition.
- Report all vehicle accidents within 48 hours to the Office of Risk & Insurance Management (ORIM) using the [STD. 270](#), *Vehicle Accident Report* form. The form is available online at <https://www.dgs.ca.gov/ORIM/FORMS#@ViewBag.JumpTo>.

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### Contact

Questions concerning the vehicle self-insurance assessments can be directed to:

Kevin Tateyama  
Administrative Unit  
Telephone: (916) 376-5317  
Email: [kevin.tateyama@dgs.ca.gov](mailto:kevin.tateyama@dgs.ca.gov)

For more information, please visit our website at:  
<https://www.dgs.ca.gov/ORIM#@ViewBag.JumpTo>

### Signature



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Daniel C. Kim  
Director  
Department of General Services

Attachment

**STATE ADMINISTRATIVE MANUAL**

**ATTACHMENT 1  
2020-21 MOTOR VEHICLE PREMIUM ASSESSMENT**

<b>Department</b>	<b>2020-21 Premiums</b>	<b>2019-20 Premiums</b>
Cal Fire	\$665,959	\$646,562
Conservation Corps	\$386,799	\$411,910
Consumer Affairs	\$238,184	\$240,630
Corrections	\$892,605	\$866,607
DDS	\$17,211	\$16,710
District Ag Associations*	\$330,252	\$538,746
EDD	\$82,404	\$186,813
Emergency Services	\$217,346	\$227,945
Fish & Wildlife	\$448,173	\$465,101
Food & Agriculture	\$578,861	\$653,379
General Services	\$2,490,489	\$3,043,190
Highway Patrol	\$16,188,399	\$16,435,721
Insurance	\$33,490	\$76,272
Judicial Council	\$57,598	\$55,920
Justice	\$165,239	\$233,085
Lottery	\$267,748	\$407,912
Motor Vehicles	\$92,145	\$980,533
Parks & Rec	\$408,452	\$638,520
Prison Industry Auth.	\$15,333	\$93,211
State Hospitals	\$27,488	\$26,687
State University	\$999,863	\$1,055,497
Transportation	\$9,081,146	\$10,681,760
Water Resources	\$196,596	\$190,870
All Others**	\$216,438	\$572,990
<b>Total Premium</b>	<b>\$34,098,218***</b>	<b>\$38,746,571***</b>

\*District Agricultural Association group includes California Exposition.

\*\*Per vehicle charge is \$131

\*\*\*Total includes expected claims paid, administrative expenses (including legal defense), and funds to build a prudent reserve.