



Sacramento State (California State University, Sacramento), is self-insured for its motor vehicle liability insurance through a program administered by the State of California Office of Risk and Insurance Management (ORIM) (California Department of General Services).

CSUS drivers must report ALL motor vehicle accidents (in CSUS owned vehicles, as well as those occurring in personal or rental vehicles while being driven on official CSUS (state) business) by the following procedures:

1. Say nothing regarding the accident, except to the police, other state officers or employees, or an identified representative of the State's contract adjuster.
2. Call the police or 911 in the event of an injury accident. If the police request a copy of your insurance and you're operating a state owned vehicle, provide them this form. In accordance with **CVC 16021**, State ownership of the vehicle establishes financial responsibility.
3. **Report it to the Risk Manager as soon as possible!**
 - Preferably the same day, no more than 24 hours. Accidents that occur on Friday, Saturday, or Sunday must be reported the following Monday, except as qualified below.
 - Preliminary reports are to be reported by phone to the Risk Manager. If there is no answer, leave a message with your name, department, number to be reached at, and a brief description of the accident.
 - Risk Manager Contact Information
 - Kirtland Stout Desk: (916) 278-7233 Cell: (916) 844-9847
 - Sequoia 315 Zip: 6145 Fax: (916) 278-4359
4. If you are driving a University/State owned vehicle complete the "Accident Identification Form" (STD 269) before leaving the scene of the accident
5. All drivers **must** complete a "Vehicle Accident Report" (STD 270) within 24 hours and send it to the Risk Manager
6. The supervisor of the driver will investigate each accident promptly and thoroughly and complete a "State Driver Accident Review – Supervisor's Review" form STD 274 and send it to the Risk Manager within five (5) days.
7. Any accident that results in any of the following conditions must be reported to the Risk Manager, a member of the Environmental Health and Safety Staff (916-278-5477/5174) or Human Resources (916-278-3522) within eight (8) hours:
 - 1) death
 - 2) a disfiguring injury
 - 3) a dismembering injury [loss of any body part]
 - 4) Hospitalization of the University employee for 24 hours or more for other than observation.

Important Numbers	
Kirtland Stout	Sac State Police
(916) 278-7233	(916) 278-6851