VEHICLE ACCIDENT REPORTING AND REVIEW

POLICY STATEMENT

This policy serves to promote and support risk management practices by defining the employee’s role and responsibility in the event of a state vehicle accident.

Every accident involving a state vehicle or any vehicle used for state business shall be reported within **48 hours** to the Office of Risk and Insurance Management (ORIM). Should the accident resulted in bodily injury or significant property damage to a non-state employee, the accident must be **immediately** reported to ORIM. Refer to the State Administrative Manual (SAM), Chapter 2430, 2440 and 2455 for more information. Documentation of all vehicle accidents shall be routed on appropriate forms.

**DEFINITION(S)**

**Employee:** Any person authorized by the department to drive a vehicle on state business.

**State Vehicle:** Any vehicle or mobile equipment unit authorized to be used on state business. This includes a vehicle that may not be self-propelled, such as a trailer.

**Rental Vehicle:** Any vehicle rented from a vehicle rental or leasing vendor.

**Privately-Owned Vehicle (POV):** Any vehicle that is owned by an employee or private citizen.

**Preventable Accident:** A vehicle accident that could have been averted by applying defensive driving principles.

A police report citing another driver or indicating the other driver to be at fault does not necessarily demonstrate that the accident was not preventable.

An accident may be preventable if it occurs at any time other than when the driver has legally and properly parked the vehicle. Another exception may occur when a vehicle is hit from the rear during a situation in which the driver could not move out of the way and neither stopped suddenly, nor took another action that contributed to the accident.

**State Vehicle Accident:** Any occurrence directly or indirectly involving a state vehicle where there is personal injury or property damage. This definition applies to an accident that results in any damage to the vehicle or property of another, even though the damage to the employee-operated vehicle may be minor. An accident may occur due to the position of the employee-operated vehicle, even though the vehicle made no physical contact with the person injured or the property damaged.
**State Vehicle Accident, cont’d:** An accident that results in damage to an employee-operated vehicle and was due to lack of driver skill, judgment, or negligence, should be reported as a state vehicle accident.

**Serious State Vehicle Accident:** An accident that results in a death, serious injury or $3,000 or more in vehicle damages.

**AUTHORITY AND RESPONSIBILITIES**

<table>
<thead>
<tr>
<th>Authority</th>
<th>Responsibilities</th>
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<tbody>
<tr>
<td><strong>State Driver</strong></td>
<td>If the accident results in serious injuries to or death of any person, call 911 immediately to notify the California Highway Patrol (CHP) or local law enforcement and notify the ORIM.</td>
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<td>Notify home unit or nearest local unit.</td>
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<td>Report any state vehicle accidents using the appropriate forms and procedures.</td>
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<td><strong>State Drivers Supervisors</strong></td>
<td>Ensure the accuracy, completeness and prompt submission of individual accident reports on appropriate forms.</td>
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<td>Determine any corrective or disciplinary action, if necessary.</td>
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<td>Request a copy of the employee’s driving record through the Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program.</td>
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<td><strong>Reviewing Officer</strong></td>
<td>Ensure the accuracy and completeness of accident reports on appropriate forms.</td>
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<td><strong>Home Unit or Local Unit</strong></td>
<td>Promptly notify all appropriate agencies and individuals. In the event of serious injury, death or extensive property damage, notify the Director’s Office and others as specified in Section 1712.</td>
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<td>Ensure the completion and submission of all required forms as appropriate.</td>
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<td><strong>Region Headquarters</strong></td>
<td>Ensure the completion and submission of all required forms as appropriate.</td>
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<td><strong>Staff Chief</strong></td>
<td>Ensure that all vehicle accident reports are being reviewed to determine cause and need to initiate accident prevention measures.</td>
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<td><strong>All CAL FIRE Units</strong></td>
<td>Ensure annual vehicle accident reports are being submitted to Region Headquarters.</td>
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| **Department Safety Officer** | Review all vehicle accident reports for completeness. Provide assistance in the review of accidents, if requested.  
Annually provide a comprehensive report of CAL FIRE’s statewide vehicle accidents to the Deputy Director of Cooperative Fire Programs. |

**RELATED FORM(S) / LINK(S)**

Procedure 1718-1, Vehicle Accident Reporting Forms and Instructions  
Department of General Services, Motor Vehicle Accident Procedure

**AUTHORITY**

State Administrative Manual (SAM), Section 0751  
State Administrative Manual (SAM), Section 2430  
State Administrative Manual (SAM), Section 2440  
State Administrative Manual (SAM), Section 2455

**REFERENCE(S)**

Handbook 1151, Reportable Injuries  
Handbook 1712, Serious Accident Notifications  
Handbook 1715, Death or Serious Injury Reporting  
Handbook 1716, Serious Accident and Near Serious Accident Review  
Handbook 3858, CAL FIRE Vehicle Accident Reporting and Procedures  
Handbook 6700, Mobile Equipment Management  
Handbook 8100p800, Death or Serious Injury Reporting  
Handbook 8100p801, Notification of Vehicle Accidents Involving CAL FIRE Vehicles

**SUBJECT MATTER EXPERT(S)**

Safety Program  
Mobile Equipment  
Department of General Services

**REVISION DATE**

Revision Date: June 2018  
Last Reviewed: June 2018