

## FIX-N-FAX #9

### CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION

Number 9

Mandatory Compliance

Revised: June, 1999

#### ACCIDENT IDENTIFICATION CARD (STD. FORM 269) (Revised Std. Form 270-8/97)

All motor vehicle accidents involving a state-owned vehicle or any vehicle being used on State business must be reported within 48 hours to the Office of Risk and Insurance Management (ORIM) at 1325 J Street, Suite 1800, Sacramento, CA 95814, utilizing Std. Form 270, Report of Vehicle Accident. *Effective July 1, 1999, only the August 1997 version of the STD. 270, Vehicle Accident Report, will be accepted by ORIM. Please discard all older version forms.*

If the accident resulted in bodily injury or significant property damage to a non-state party, the accident must be first reported by telephone at (916) 322-0459 or by a preliminary copy of the Std. Form 270 sent by FAX at (916) 322-6006.

Reporting the accident by telephone or FAX does not replace the need to send the Std. Form 270 to the ORIM within 48 hours. When mailed, the form must be signed by the driver and co-signed by his/her supervisor or reviewing officer.

If an accident involving bodily injury or significant property damage occurs on a weekend, call (916) 322-8967 and leave a voice mail message. The caller will be contacted on the next business day for more details.

*For reporting purposes, an accident is defined as one that involves a state-owned vehicle (or non state-owned vehicle operated by a state employee while on state business) where there is damaged caused to the person or property of another.*

*If the state-owned vehicle was damaged during an event involving no other party, it should only be reported to the ORIM if the damage to the state vehicle is more than \$1,000 (increased from \$500).*

*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 the ORIM.*

An Accident Identification Card, Std. Form 269 and Std. Form 270 can be found in the glove compartment of all State Agency vehicles.

*Motor Vehicle Damage Recovery Procedural Change*

*The Department of General Services, Office of Risk and Insurance Management (ORIM), will again handle vehicle damage recovery activities for state agencies effective July 1, 1999. Departmental accounting officers should note that it will no longer be necessary to perform damage recovery activities where a state-owned vehicle is involved. ORIM will assume these duties in accordance with the procedures set forth in the State Administrative Manual, Sections 8777.1 and 8777.2.*

ORIM contracts out to private adjusting companies to perform requested additional investigation and claims handling services. Should the need arise to verify employment of a private adjusting company representative, you may call the ORIM at (916) 322-0459.

Should you have any questions concerning this information, please call Rich Beck, Liability Claims Manager, ORIM, at (916) 322-8967 or CALNET 492-8967.

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