

USE OF UNIVERSITY AND PRIVATE VEHICLES GUIDELINES

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INTRODUCTION

The following represents the California State University's (CSU) guidelines regarding the use of vehicles for university business. Additional statements of CSU policy may be found in Chancellor's Office memorandums issued periodically.

- CSU Policy Library:
<https://www.calstate.edu/policies>
- Systemwide Risk Management
http://www.calstate.edu/risk_management/
- Human Resources
<http://www.calstate.edu/HRAAdm/memos.shtml>
- California Office of Risk & Insurance Management
<https://www.dgs.ca.gov/ORIM>
- California Law (codes)
<http://leginfo.legislature.ca.gov/>

Questions regarding guidelines on the use of CSU and private vehicles for university business should be directed to Systemwide Risk Management and Public Safety at (562) 951-4580.

Each of the 23 members of the California State University system is responsible for staying current on any changes to CSU guidelines and California laws and regulations regarding the use of vehicles. Additionally, each university is responsible for obtaining from the Department of Motor Vehicles the official driving records of its employees who use vehicles for CSU business.

For represented employees, whenever there is a conflict between these guidelines and the applicable collective bargaining agreement, such as with discipline, the applicable collective bargaining document will be controlling.

USE OF UNIVERSITY (CSU) VEHICLES

CSU vehicles are to be used when cost savings can be achieved. Public transportation should be used instead when savings are thus affected.

University vehicles shall be used only in the conduct of CSU business. This means "only when driven in the performance of, or necessary to, or in the course of, the duties of university employment." No CSU officer or employee shall use, or permit the use of, any CSU vehicle other than for university business.

Only CSU employees or appointed university volunteers may drive CSU vehicles. The campus may not loan or lease a CSU vehicle to any nonstate entity including CSU auxiliary organizations.

Use of a CSU vehicle as a livery of conveyance for non-university business will result in the vehicle not being covered by the State Motor Vehicle Liability Self-Insurance Program (VELSIP) in the event of a loss. The term "livery of conveyance" refers to the transporting of people or goods for hire. It includes conveyance by taxi service, motor carrier or delivery service.

DEFINITION OF UNIVERSITY (CSU) EMPLOYEES

"University employees" are defined as those persons who have completed all prerequisites to CSU employment. This includes all CSU faculty, staff and student assistants and persons on appointed volunteer status.

Persons who are not university employees are not authorized to drive CSU vehicles. This includes students (unless appointed as volunteers).

Members of the Board of Trustees, as officers of the CSU, are authorized to drive university vehicles.

DEFINITION OF CSU VEHICLES

A CSU vehicle is defined as a motorized device for land transportation that is owned, leased or rented by the CSU, state or any state agency, including and not limited to automobiles, trucks, golf carts, tractors, etc.

MOTORCYCLES, BICYCLES AND MICROMOBILITY DEVICES

Motorcycles, bicycles and micromobility devices shall not be used to carry out CSU or state business, except for police motorcycles/bicycles as approved by a campus president or their designee. Bicycles leased/owned/controlled by the CSU that are used solely on campus property are exempted contingent upon the employee's completion of the defensive driving course, mandatory use of a helmet and as approved by a campus president or their designee.

PARKING

University-owned vehicles should be parked/stored in a secure campus location when not in use. Police vehicles should be in a locked or secured area.

A CSU employee may park a CSU vehicle at their home only when the vehicle is to be used for university or state business the same day or on the next succeeding workday as defined below. Parking overnight at a CSU employee's home is permissible when an employee is departing on or returning from an official trip away from the employee's headquarters under circumstances that make it impractical for the employee to use other means of transportation, or where the employee's home is reasonably en route to or from their headquarters or other place where they are to start work the following day. On such occasions, the vehicle shall be parked off the street where feasible, or where the risks of accidental damage, theft and vandalism are reduced. Any luggage, backpacks, briefcases, purses and associated valuables (cellphones, laptops) should be secured out of sight, namely in the trunk.

A campus has the discretion to require the completion of [Std. Form 377—Vehicle Home Storage Request/Permit](#) (Appendix A-6) when an employee will be storing a state-owned vehicle at their residence on a regular basis.

MISUSE OF UNIVERSITY VEHICLES

The following conditions are considered to be a misuse of CSU vehicles:

- Driving a university vehicle without authorization by proper CSU officials, such as one's supervisor. Approval should be documented.
- Driving without a valid California or a valid United States driver's license/operator's license of the appropriate class for the type of vehicle being driven.
- Permitting a non-CSU employee to drive a CSU vehicle.
- Engaging in unsafe practices, including failure to use and to ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harnesses.
- Falsification of travel logs, travel authorizations, defensive driver training program certificates, accident reports or other forms pertaining to the use of the vehicle.
- Failure to promptly report a vehicle accident, damage caused to the CSU vehicle, moving violation while driving the vehicle or parking violation incurred while in control of the vehicle.
- Improper storage or parking of CSU vehicle.
- Personal use or conveying passengers other than persons directly involved with CSU or state business, except with the approval of employee's immediate supervisor.
- Failure to comply with any law, regulation or policy regarding the use of university vehicles, including the requirement to have satisfactorily completed a CSU-approved defensive driver training course.

Employees misusing CSU vehicles may be personally liable for damages to persons or property caused to third parties and the legal expenses of defense. Employees who misuse CSU vehicles may also be subject to disciplinary action by the CSU.

AUTHORIZATION FOR USAGE & CAMPUS RESPONSIBILITIES

Each campus is responsible for monitoring its use of CSU vehicles. Designated campus management is responsible for determining who meets the definition of a CSU employee and who is authorized to drive on official CSU or state business and the types of vehicles they are qualified to use.

CONTROL

The campus must establish one point of control to:

- Assure adherence to the Facilities Operation and Management, Motor Vehicle Inspections Policy and Delegation of Authority policy.
- Fulfill the maintenance, safety and seat belt requirements.
- Control usage in accordance with federal, California, CSU and campus laws, regulations, policies and procedures.
- Verify and maintain use/travel logs.
- Ensure prompt reporting of motor vehicle accidents and a post-accident review by a safety coordinator and/or supervisor (this includes completion of the Supervisor's Report of Vehicle Accident, **Std. Form 274**–(Appendix A-5).
- Issue instructions and guidelines and clarify all relevant laws, regulations, policies and procedures.

USAGE VIOLATIONS

It is the responsibility of the campus to control and regulate misuse. When misuse is discovered, it is the responsibility of the campus to determine the cost incurred and notify the appropriate administrator over risk management at the campus.

Recovery of the cost of misuse is not to be considered a disciplinary action. The campus administration may determine what disciplinary action, if any, is to be taken against the employee.

CRITERIA FOR OPERATING A CSU VEHICLE OR USING A PRIVATELY OWNED VEHICLE FOR CSU BUSINESS

The employee's department determines that the following criteria have been met before releasing a CSU vehicle to an employee or authorizing an employee to use a private or personal vehicle on official CSU or state business:

- The person requesting vehicle use is, in fact, a CSU employee in active, state-funded pay status or in appointed volunteer status.
- Written approval of the use has been given by an individual authorized by the president to grant such approval.
- The person has satisfactorily completed a CSU-approved defensive driving course and maintains a good driving record. Employees who drive for CSU business more than once a month on average must complete defensive driving training every four years. Campuses have the discretion to require defensive driver training for anyone who drives on CSU business.

Each campus's Environmental Health & Safety/Risk Management department should also have access to defensive driving courses or programs.

- The person has a valid California or other state driver's license in their possession and the license is of the correct class for the type of vehicle they are driving.
- An employee visiting from another country for more than six months must have a valid United States driver's license in their possession to drive a state vehicle. Anyone without a valid U.S. driver's license should contact the Office of Risk and Insurance Management in Sacramento.
- The campus has encouraged drivers to familiarize themselves with applicable changes to the California Vehicle Code.
- Before an employee is authorized to drive a CSU vehicle or private vehicle on CSU or state business, a certification shall be required. Any certificate requesting the authorization to drive on CSU business shall include the following statement: ***"I am in possession of a valid California or other state driver's license. I certify that I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three thereof) during the past 12-month period."***
Signed: _____
- All drivers must complete campus defensive driver certification materials (which may occur electronically).

- The campus has requested a copy of the person's driving record from the Department of Motor Vehicles at least once every four years and judges that the person has an acceptable driving record. Further, a campus can rely, if documented, on the Employee Pull Notice (EPN) updates. See CVC 1808.1 and State Administrative Manual (SAM)-0751 Operator Requirements.
- The following is a link to the DMV's Employee Pull Notice Program (EPN): <https://www.dmv.ca.gov/portal/vehicle-industry-services/motor-carrier-services-mcs/employer-pull-notice-epn-program/>

DRIVING RECORD

When driving records raise doubt about a person's ability to drive safely, permission to drive for CSU and state business should be declined. When a person has been involved in accidents or has received traffic citations in such numbers or of such gravity as to be a matter of concern, their driving record must be obtained from the Department of Motor Vehicles for reevaluation. Similar action must be taken if there are other indications of driving problems and/or the responsible campus administrator concludes that the driver should be reexamined. Continuation of authority to drive for CSU or state business depends upon evaluation of the report from the Department of Motor Vehicles, and campuses should establish guidelines as to what is an acceptable driving record.

For purposes of these driver safety guidelines, a **moving violation** is any citation issued for which the DMV assigns points to the driver's record, except those listed below as serious violations. Examples include speeding, traffic control violations and failure to yield.

A **serious violation** includes any conviction for Driving Under the Influence (DUI), extreme DUI, reckless driving, racing on highways, aggressive driving, leaving the scene of an accident, or any other citation that is assessed two or more points by the DMV.

California Vehicle Code 12810.5a and 12810.5b address the DMV's "negligent operator violation points."

INFORMATION TO BE PROVIDED TO THE DRIVER

The responsible campus administrator is to provide the driver of a CSU vehicle with the following information:

- The procedures for emergency repair and for reporting accidents.
- Proper storing and parking procedures for CSU vehicles.
- The correct gasoline and oil to be used in the vehicle.
- What constitutes misuse, including failure to use seat belts and/or shoulder harnesses.
- That monthly use logs must be filled in completely for each trip, regardless of the duration, miles driven or the purpose; if the trip is longer than one day, a new entry for each day must be made.
- That all necessary documents are in the glove compartment of each vehicle. (The responsible campus administrator must ensure that a current copy of all necessary handbooks, accident report forms (**Std. Form 269**–Appendix A-3) and travel logs, etc., are in each CSU vehicle.
- That dogs may not be transported in CSU vehicles, with the exception of a Seeing Eye, K-9 or service dogs.
- That CSU employees may not pick up hitchhikers in a CSU vehicle.

The responsible campus administrator may decide upon further restrictions for which the employee driver will be equally responsible.

REMINDER STICKERS

Cars should have reminder stickers in appropriate locations to ensure use of seat belts, use of appropriate oil and gasoline, no smoking, etc.

USE OF PRIVATELY OWNED VEHICLES

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE

Management at each campus has the responsibility for authorizing persons to drive privately owned vehicles to conduct official CSU or state business. This responsibility may be delegated to the lowest practical supervisory level who can exercise proper control.

The CSU does not cover privately owned vehicles under a compensation and collision program. Before a person may be authorized to use a privately owned vehicle to conduct CSU or state business, they must certify in writing that the vehicle used will always be:

- Covered by liability insurance in at least the following amounts:
 - \$15,000 for personal injury to, or death of, one person.
 - \$30,000 for personal injury to two or more persons in one accident, and
 - \$5,000 for property damage.
- Adequate for the work to be performed.
- Equipped with working safety belts.
- In safe mechanical condition as required by law.

This certification will be recorded on **Authorization to Use Privately Owned Vehicles, Std. Form 261** for CSU or state business (See Appendix A-1). Campuses may elect to certify the information from the Std. Form 261 by an equivalent electronic method for paperless compliance with electronic signatures.

The supervisor authorized to approve the use of privately owned vehicles or an electronic method approved by the authorizing campus risk manager shall retain the completed authorization form.

Authorization forms will be valid for no longer than one year. Once completed, Std. Form 261 may be initialed and dated annually by the employee to certify that it is current. (See Appendix A-1)

The supervisor shall verify a completed and current authorization form is on file before signing a **Travel Expense Claim, Std. Form 262** (Appendix A-2) or electronic equivalent, such as use of Concur. This will help assure that the driver is aware their insurance rather than any state-sponsored insurance program will be providing coverage. The driver's signature on the Travel Expense Claim shall certify that the minimum insurance and safety requirements were in effect and had been properly recorded before they used their private vehicle.

Anyone who plans to drive a privately owned vehicle should be aware that the liability coverage maintained by the CSU/state applies only to what is over and above their liability insurance. (Insurance Code 11580.9)

USE OF COMMERCIAL VEHICLES/ VANS

Systemwide Risk Management strongly discourages the use of 15-plus passenger vans for reasons

of safety and the high level of risk. Drivers who operate 15-plus passenger vans/buses must have a commercial license (B or A) with a Passenger "P" endorsement. Auxiliary employees must have a Passenger "P" endorsement for 9-14 passenger vans with a noncommercial license.

Commercial drivers (including those operating personal commercial vehicles) are required to comply with all campus, CSU, DMV, CHP, Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) policies and regulations. Drivers must have a Commercial Driver's License (CDL) to operate:

- Any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more.
- Any single vehicle with a GVWR of less than 26,000 pounds that is designed, used or maintained to transport more than 10 passengers including the driver (CSU exempt).
- A combination vehicle with a gross combination weight rating (GCWR) of 26,001 or more pounds, provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.
- Any vehicle that tows a vehicle with a GVWR of 10,001 pounds or more.
- Any vehicle that tows more than one vehicle or a trailer bus.
- Any vehicle that requires hazardous material (HazMat) placards or carries material listed in Code of Federal Regulations (CFR), Title 42, Part 73 as a select agent or toxin.
- Transports hazardous wastes (California Health and Safety Code (CHSC) §§25115 and 25117).
- Federal regulations through the Department of Homeland Security require a background check and fingerprinting for the hazardous materials endorsement.

Systemwide Risk Management strongly discourages campuses from owning, renting or leasing commercial vehicles. Campuses should outsource commercial driving operations in most scenarios. Additionally, campuses that own, rent, lease or otherwise operate commercial vehicles are considered Terminals and are required to be a part of the CHP's Basic Inspection of Terminals (BIT) Program for vehicle maintenance and driver records as required by law.

MOTOR VEHICLE ACCIDENTS— CSU/STATE VEHICLES

CSU employees involved in an accident while driving a CSU-owned vehicle, or a privately owned vehicle on official CSU or state business, will make no comment or statement regarding the accident to anyone except police, other state officers or employees, or an identified representative of the state's contract adjuster.

After any accident involving a CSU/state-owned, or rental vehicle or a privately owned vehicle driven on official CSU or state business, all communications regarding claims—including summons and complaints—must be forwarded immediately to the Office of General Counsel in the Chancellor's Office, with copies sent to the Office of Risk and Insurance Management, California Department of General Services (ORIM), and Systemwide Risk Management. The transmittal letter should include the date and place of service, together with any other pertinent information.

REPORTING VEHICLE ACCIDENTS

For reporting purposes, an **accident** is defined as one that involves a CSU/state-owned vehicle (or a nonstate-owned vehicle operated by a state employee on state business) in which a person is injured or property is damaged. <https://www.dgs.ca.gov/Resources/SAM/TOC/2400/2430>

An **incident** involves a state-owned vehicle where the damage, regardless of severity, is limited just to the state vehicle that was stationary when the damage occurred. Incidents should not be reported to ORIM.

The driver of a CSU/state-owned or rental vehicle involved in an accident will record all pertinent information on the **Accident Identification Card, Std. Form 269** (Appendix A-3), before leaving the scene of the accident. If another vehicle is involved, detach and give to that driver the appropriate portion of the Std. Form 269 (Appendix A-3) you've filled out. Blank Accident Identification Cards should be found in the glove compartment of each CSU/state-owned vehicle.

All vehicle accidents that injure a person or significantly damage property must be reported immediately by telephone, (916) 376-5302, or fax, (916) 376-5277, to the ORIM in Sacramento. The driver will be contacted on the next business day for more details. In addition to reporting to ORIM, the driver

should forward a copy of the report to the Office of General Counsel and Systemwide Risk Management in the Chancellor's Office.

VEHICLE ACCIDENT REPORT, STD. FORM 270

(Appendix A-4)

All motor vehicle accidents involving a CSU/state-owned vehicle or any vehicle being used on CSU/state business must be reported within 48 hours to the ORIM at 707 Third St., Third Floor, Suite 3-414, West Sacramento, CA 95605, using **Std. Form 270, Vehicle Accident Report** (Appendix A-4).

Refer claimants or their representative (insurance carrier, rental car agency, attorney) who may contact you directly to ORIM. Claimants can call (916) 376-5302 or (800) 900-3645.

Std. Form 270 must be sent to ORIM within 48 hours even if the accident was reported by telephone, text, email or fax.

Additional instructions are shown on the Std. Form 269 (Appendix A-3). CSU employees involved in a vehicle accident will comply with those instructions and retain the card for the supervisor to use to complete other accident reporting forms (Std. Form 270—Appendix A-4). Please refer to ORIM's "OK, You've Had a Motor Vehicle Accident, So Now What Happens?" handout (Appendix A-7).

When an unoccupied CSU/state vehicle is struck while parked and the damage is less than \$1,000, and the name (or license number) of the party causing the damage is unknown, Std. Form 270 (Appendix A-4) must be completed; in cases where the damage is more than \$1,000, the custodian of the vehicle will complete only that portion of Std. Form 270 (Appendix A-4) listing identification of custodian and vehicle, location, estimated time of damage, and signature. Campuses are responsible for developing a policy and procedure for addressing those occasions when an unoccupied CSU/state vehicle is damaged.

For Department of General Services, Office of Fleet Administration pool vehicles only, a Std. Form 269 (Appendix A-3), Accident Identification Card and a Std. Form 270 (Appendix A-4) can be found in the glove compartment.

ORIM has contracted with a private company to conduct accident investigation and adjusting services upon ORIM's request. Employees contacted by a

representative of this contractor may call (916) 376-5302 to verify that ORIM retained them.

The manager who authorized or permitted the employee to use the vehicle will ensure that the employee completes the Std. Form 270 (Appendix A-4) or will do it for them if the employee cannot do so. The supervisor will also inform the ORIM when the employee is unable to do so. (See SAM Section 2440 for other responsibilities of the supervisor in regard to vehicle accidents.)

DISTRIBUTION OF STD. FORM 270 (Appendix A-4)

The completed Std. Form 270 (Appendix A-4) is distributed in one of two ways depending upon the type of vehicle involved in the accident. Distribution will be as follows:

1. **STATE POOL VEHICLE**—Where a state pool vehicle is involved, the CSU will send the original Std. Form 270 (Appendix A-4) to the Office of Risk and Insurance Management, Department of General Services, and a copy to the state garage from which the vehicle was dispatched. The garage copy must show what vehicle repairs are necessary. A copy should be forwarded to the campus vehicle coordinator to be used to compile statistical reports and to use in accident prevention activities. The campus will be notified of the total cost of repairs. This information may be used to obtain reimbursement from a CSU employee driver when the vehicle involved was misused.
2. **CSU-ASSIGNED STATE VEHICLE AND CSU-OWNED VEHICLE**—For CSU-assigned vehicles, the CSU will send the original Std. Form 270 (Appendix A-4) to ORIM; additional copies will be retained for campus and Chancellor's Office use and accident statistics.

MOTOR VEHICLE ACCIDENTS— PRIVATELY OWNED AND RENTAL VEHICLES

PRIVATELY OWNED VEHICLES

An accident that involves a privately owned car or commercial automobile rental being driven for CSU or state business will be reported on **Std. Form 270** (Appendix A-4). "Privately Owned Vehicle Involved" or "Rental Vehicle" should be clearly marked on the report.

The original form should be sent to ORIM; the campus and CSU employee-driver each retain a copy.

RENTAL VEHICLES

When CSU employees rent a vehicle under the State of California car rental agreement negotiated by the state, they are covered by an insurance policy the car rental agency provides as a provision of the state contract. Employees involved in an accident while driving a state contract rental car must complete the Std. Form 270 (Appendix A-4) and **Std. Form 274** (Appendix A-5).

When renting a vehicle for CSU/state business, do not change the rental agreement terms. A change in terms may not be covered under the insurance contract with the rental agency. **No rental agreement will allow for use of 15-passenger vans.**

MOTOR VEHICLE ACCIDENTS— GENERAL INFORMATION

SUPERVISOR'S REVIEW

The designated manager of each driver involved in an accident will take the following actions:

- Investigate each accident promptly and thoroughly.
- The designated manager who authorized or permitted the employee to use the vehicle will ensure that the employee completes the Std. Form 270 (Appendix A-4) or will do it for them if the employee cannot do so. The supervisor will also inform the Office of Risk and Insurance Management (ORIM) when the employee is unable to do so. (See SAM Section 2440 for other responsibilities of the supervisor in regard to vehicle accidents.)
- Prepare a Supervisor's Review of State Driver Accident, Std. Form 274 (Appendix A-5), or an equivalent report. (It is recommended that the agency copy of the completed Std. Form 270—Appendix A-4 be used for reference when preparing a Std. Form 274—Appendix A-5.)
- Initiate any appropriate corrective action, verbal or written, and record corrective action taken in departmental personnel records.
- Forward copies of the completed form as directed by campus administration.

The purpose of Std. Form 274 (Appendix A-5) is to help prevent CSU employee driver accidents. It will be used to determine whether the accident was avoidable and what the driver should have done to avoid the accident. The form will also be used to determine specific needs for accident prevention training and in the establishment of administrative policy.

USE OF POLICE ACCIDENT REPORTS

Any designated manager investigating a CSU vehicle accident is an "interested party" and is entitled to read and make notes from police reports. Such reports will usually be on file within 48 hours at the office of the police agency that has jurisdiction over the place of the accident. For accidents occurring outside of incorporated areas, contact the California Highway Patrol; for those within cities, contact the local police department.

Copies of CSU vehicle reports made by the Highway Patrol may also be obtained by written request to the California Highway Patrol nearest to the accident scene. There is no charge for this service. If the investigating supervisor deems it advisable, they may contact the investigating officer through the Highway Patrol area commander, or through the office in charge of the local police department traffic unit.

MOTOR VEHICLE LIABILITY INSURANCE

A Vehicle Liability Self Insurance Claims Unit has been established within ORIM to respond to claims of bodily injury and/or property damage of others that occur during CSU use, operation or maintenance of self-propelled land vehicles. ORIM, following statutory provisions of Sections 17000 and 17001 of the California Vehicle Code and other laws applicable to claims against the State of California, will evaluate and pay claims. This program protects any officer or employee of the CSU against all motor vehicle liability claims made by third parties while operating a vehicle in the course and scope of employment.

The Vehicle Liability Self Insurance program is designed to reimburse only third parties (e.g., claimants) when an accident is the fault of the CSU driver and not the CSU employees.

Note: ORIM limits auto liability coverage to \$1 million for accidents involving approved student and/or appointed volunteer drivers.

An employee's personal automobile insurance policy is the primary coverage for liability and damages in case of an accident while on CSU/state business under the following circumstances:

- The employee has failed to obtain a "non-availability" slip from the state contract rental vehicle agency before proceeding to a nonstate contract rental agency.
- The employee has rented a vehicle from an agency other than the state vehicle contract agency.
- The employee is driving their personal vehicle (whether or not a CSU/state vehicle was available). (Insurance Code 11580.9)

Claims paid by private insurance for accidents to privately owned vehicles while being operated for CSU or state business are not reimbursable from CSU funds.

An employee may seek relief from out-of-pocket expenses such as deductibles via the CSU claims process. Information on how to file a claim with the CSU can be found [here](#) or through the campus risk manager.

ORIM has agreed to pursue the party responsible for the accident to recover the CSU's costs of repairs. Copies of the repair invoices and any other expenses should be forwarded as soon as possible to its office at 707 Third St., Third Floor, Suite 3-414, West Sacramento, CA 95605, Attn: Claims Manager.

Please refer to the "OK, You've Had a Motor Vehicle Accident in a Rental Vehicle, So Now What Happens?" handout (Appendix A-8)

REPAIRS & WARRANTIES

REPAIRS TO CSU-OWNED VEHICLE

Whenever possible, minor repair of CSU-owned vehicles will be performed in campus automotive service shops. The campus has the discretion to set the responsible campus administrator's approval requirement on repair estimates. It is recommended that campus guidelines require responsible campus administrator's approval when the parts costs exceed \$3,000 or when replacement of the vehicle may be a consideration.

There is no automatic insurance coverage for physical damage to CSU vehicles used for CSU business (including deductibles). Campuses can opt for physical damage coverage under the Alliant Mobile Vehicle Program (AMVP).

For commercially performed repairs, the campus has the discretion to set the responsible campus administrator's approval requirement on repair estimates and the number of estimates to be obtained. An attempt to obtain three estimates is advisable when the cost of repair will be greater than \$3,000. (If three estimates are not obtainable, an explanation should be included in the vehicle repair file.) Preferably, one of the estimates should be from an authorized dealer of the vehicle involved.

Adequate estimates must quote flat rates on labor, for parts replacement and net prices on parts, when applicable, for comparable jobs or job elements. When parts are to be repaired or straightened rather than replaced, estimated time costs are acceptable. All costs must be itemized.

Each estimate will be submitted in triplicate to the responsible campus administrator, who will make the award to the estimator who has included all the work required to repair the vehicle, not necessarily to the lowest bidder. If hidden damage is found after the vehicle has been dismantled, the responsible campus administrator may authorize any necessary supplementary cost.

The accepted estimate is distributed as follows:

- The original is attached to the invoice.
- One copy is kept in the campus vehicle repair file.
- In accident cases, a copy is furnished to ORIM.

REPAIRS TO PERSONAL VEHICLES

When a personal vehicle is used for CSU business, the owner's automobile insurance is primary to the liability insurance provided by ORIM. The owner is responsible for payment of any comprehensive or collision coverage deductibles.

The owner can file an equity claim through the Systemwide Office of Risk Management requesting reimbursement for out-of-pocket expenses (deductible, for instance) incurred as a result of damage the personal vehicle sustained while it was

being used in the course and scope of CSU business. Equity claims will be evaluated on a case-by-case basis with no guarantee of reimbursement.

WARRANTY INSPECTION AND REPAIRS

All CSU-owned vehicles should be inspected for parts that show defects in material and/or workmanship in time to take advantage of manufacturer's warranty replacement provisions before they expire. The owner's manual supplied with each new vehicle contains the warranty coverage for that vehicle. The first 12,000-mile preventive maintenance service should be performed before the warranty expires, i.e., before the speedometer has reached 12,000 miles or the vehicle has been in service for one year, whichever comes first. Warranties may vary.

Manufacturers occasionally initiate changes during the model year to be applied retroactively. When notified of such changes, the campus shall ensure that they are made by the authorized dealer at no cost to the CSU.

OPERATOR INSPECTION

The operator of a vehicle has an obligation to inspect the vehicle before driving it. The vehicle should be checked visually to assure that such items as the tires are in good condition and adequately inflated, that the side-view mirror is usable, that there is a gas cap, spare tire and a jack. The brakes, lights and other controls should be tested for satisfactory performance.

Suspected problems noticed by the operator while using the vehicle should be noted on a Trip/Daily Operator Checklist, which should be kept in the vehicle.



APPENDICES



APPENDIX A-1

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf>

STATE OF CALIFORNIA AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS STD. 261 (Rev. 5/2023)		
<i>This approval must be renewed annually. Supervisor: Retain Original Copy</i>		
I. CERTIFICATION		
In accordance with State Policy (<i>S.A.M. 0753 & 0754</i>) approval is requested to use privately owned vehicles to conduct official State business.		
<i>I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:</i>		
<ol style="list-style-type: none"> 1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle. 2. Adequate for the work to be performed. 3. Equipped with safety belts in operating condition. 4. To the best of my knowledge, in safe mechanical condition as required by law. 		
I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.		
<i>I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (S.A.M. 2430).</i>		
I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.		
DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED
II. APPROVAL		
<i>Use of a privately owned vehicle on State business is approved.</i>		
APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
III. RENEWAL		
<i>I have reviewed the above certification and approval and certify that the information provided is correct and valid.</i>		
EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
<i>I have reviewed the above certification and approval and certify that the information provided is correct and valid.</i>		
EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
<i>I have reviewed the above certification and approval and certify that the information provided is correct and valid.</i>		
EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
<i>I have reviewed the above certification and approval and certify that the information provided is correct and valid.</i>		
EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
<i>I have reviewed the above certification and approval and certify that the information provided is correct and valid.</i>		
EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
<i>I have reviewed the above certification and approval and certify that the information provided is correct and valid.</i>		
EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
<i>I have reviewed the above certification and approval and certify that the information provided is correct and valid.</i>		
EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED

APPENDIX A-2

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std262.pdf>

STATE OF CALIFORNIA – DEPARTMENT OF PERSONNEL ADMINISTRATION												Page _____ of _____ Pages			
TRAVEL EXPENSE CLAIM												<i>See Instructions and *Privacy Statement On Reverse Side</i>			
STD. 262 (Rev. 12/2019)															
CLAIMANT'S NAME						SSN or EMPLOYEE NUMBER*			DEPARTMENT						
POSITION				CB/ID No.		DIVISION or BUREAU				INDEX NUMBER					
RESIDENCE ADDRESS *						HEADQUARTERS ADDRESS				TELEPHONE NUMBER					
CITY		STATE		ZIP CODE		CITY		STATE		ZIP CODE					
(1) NORMAL WORK HOURS						(2) PRIVATE VEHICLE LICENSE NUMBER			(3) MILEAGE RATE CLAIMED						
(4) MONTH/YEAR		(6) LOCATION WHERE EXPENSES WERE INCURRED		(7) LODGING		(8) MEALS			(9) INCIDENTALS		(10) TRANSPORTATION		(11) BUSINESS EXPENSE	(12) TOTAL EXPENSES FOR DAY	
(5) DATE TIME						BREAK-FAST	LUNCH	O.T., L.T., N/C, RELO. OR DINNER	(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE			
												MILES	AMOUNT		
													0.00		0.00
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INSTRUCTIONS

Expense accounts are to be submitted at least once a month and not more often than twice a month, except where the amount claimed is less than \$10, the claim need not be submitted until it exceeds \$10 or until June 30, whichever occurs first. Requests for reimbursement of out-of-state travel expenses must be claimed separately. Requests for reimbursement of travel expenses which are incurred in different fiscal years must be claimed separately. A brief statement, one line if possible, of the purpose or objective, of the trip must be entered on the line immediately below the last entry for each trip. If the claim is for several trips for the same purpose or objective, one statement will suffice for those trips. Vouchers which are required in support of various expenses must be arranged in chronological order and attached to the claim. Each voucher must show the date, cost, and nature of the expense.

MULTIPLE PAGES—If your claim is more than one page, indicate page number and total number of pages. DO NOT total each page. Use subtotals and enter the total amount of the claim on the last page of the claim in the space for "TOTALS" and "CLAIM TOTAL."

COLUMN ENTRIES

- (1) **NORMAL WORK HOURS**—Enter your beginning and ending normal work hours using twenty-four-hour clock (example: 0800 = 8:00 a.m.).
- (2) **PRIVATE VEHICLE LICENSE NUMBER**—Enter license number of the privately owned vehicle used on official State business. To claim reimbursement, you must have met the requirements as prescribed by SAM Sections 0751, 0752 and 0753 pertaining to operator requirements, vehicle safety, seat belt usage and authorization.
- (3) **MILEAGE RATE CLAIMED**—Enter the rate of reimbursement being claimed for private vehicle use. Rate will not exceed rate established in contracts and DPA rule 599.631 .
- (4) **MONTH/YEAR**—Enter numerical designation of month and last two digits of the year in which the first expenses shown on the form were incurred.
- (5) **DATE/TIME**—Enter date and time of departure on the appropriate line using twenty-four-hour clock (example: 1700 = 5:00 p.m.). Show time of departure on date of departure, show time of return on the date of return. If departure and return are on the same date, enter departure time above and return time below on the same line. Where the first date shown is a continuation of trip, enter "Continuing" above that date, and where a trip is continuing beyond the last date shown, write "Continuing" after the last date.
- (6) **LOCATIONS WHERE EXPENSES WERE INCURRED**—Enter the name of the city, town, or location where expenses were incurred. Abbreviations may be used.
- (7) **LODGING**—Enter the actual cost of the lodging in accordance with and not to exceed the maximum amount authorized by current Department of Personnel Administration (DPA) regulations and bargaining agreements. A receipt is required for any lodging expense.
- (8) **MEALS**—Enter the actual cost of each meal not to exceed the maximum amount for each meal as authorized by current DPA regulations and in accordance with bargaining agreements. Dinner column is to be used to claim dinner on regular travel, overtime meals, and long term and relocation daily meal expenses. Receipts for meals must be maintained by the employee as substantiation that the amount claimed was not in excess of the amount of actual expense.
OVERTIME MEAL AND BUSINESS RELATED MEAL—Enter the actual cost of the meal not to exceed the maximum amount authorized by current DPA regulations, and bargaining agreements. Refer to DPA Management Memos for receipt requirements.
- (9) **INCIDENTALS**—The term incidentals includes, but is not limited to, expenses for laundry, cleaning and pressing of clothing, and fees and tips for services, such as for porters and baggage carriers. It does not include taxicab fares, lodging taxes or the costs of telegrams or telephone calls. Enter the total actual cost of incidentals not to exceed the maximum amount authorized by current DPA regulations and agreements.
- (10) **TRANSPORTATION**—Purchase the least expensive round-trip or special rate ticket available. Otherwise the difference will be deducted from the claim. If you travel between the same points without using round-trip tickets, an explanation should be given.
 - (A) **COST OF TRANSPORTATION**—Enter the cost of purchased transportation. Show how transportation was obtained if fare was not purchased for cash. Use "CC" for credit card and "C" for cash. If transportation was paid by the State, enter method of payment only. Use "SCC" for State credit card, "TO" for ticket order or "BSA" for billed to State agency. Attach all passenger coupons and ticket order stubs including the unused portion of tickets, other credit documents or premiums, where credits or refunds are due to the State.
 - (B) **TYPE OF TRANSPORTATION USED**—Enter method of transportation used. Use "R" for railway, "B" for bus, airporter, light rail, or BART, "A" for scheduled commercial airline, "RA" for rental aircraft, "DA" for department-owned aircraft, "PA" for privately owned aircraft, "PC" for privately owned car, truck or other privately owned vehicles, "SV" for specially equipped vehicle for the handicapped, "SC" for State vehicles, "RC" for rental vehicles, "T" for taxi, and "BI" for bicycle. Supervisors shall not authorize the use of motorcycles on official State business, and no reimbursement will be allowed for motorcycles.
 - (C) **CAR FARE, TOLLS, AND PARKING**—Enter streetcar, ferry, local rapid transit, taxi, shuttle or hotel-bus fares, bridge and road tolls, and parking charges; attach a voucher for any parking charge in excess of \$10.00 for any one continuous period of parking and each item of expense in this item.
 - (D) **PRIVATE CAR USE**—Enter number of miles traveled and amount due for mileage for the use of privately owned automobiles as authorized by current agreements and DPA regulations 599.631.
- (11) **BUSINESS EXPENSE**—Claims for phone calls must include the place and party called. If charge exceeds \$5.00, support by vouchers or other evidence. Emergency purchases of equipment, clothing or supplies, travel expenses of incarcerated persons, wards, or patients of institutions, and all other charges in excess of \$1.00 require receipts and an explanation.
- (12) **ENTER TOTAL EXPENSES FOR DAY**
- (13) **ENTER SUBTOTALS OR TOTALS**
- (14) **PURPOSE OF TRIP, REMARKS OR DETAILS**—Explain need for travel and any unusual expenses. Enter detail or explanation of items in other columns, if necessary. Vouchers must be provided for any miscellaneous item of expense.
- (15) **CLAIMANT'S CERTIFICATION AND SIGNATURE**—Your signature certifies that expenses claimed were actually incurred as a result of conducting state business and that the cost of operating the vehicle is at or above the rate claimed.
- (16) **SIGNATURE OF OFFICER APPROVING PAYMENT**—Certifies and authorizes travel; approves expenses as incurred on State business.
- (17) **SIGNATURE OF AUTHORITY FOR SPECIAL EXPENSES**—When a claim for conference or convention expense under Sections 599.635 and 599.635.1 of the DPA regulations and detailed in SAM Section 0724 is included, or when reimbursement of a business expense exceeds \$25.00 or when reimbursement for Bar dues or license fees is included, the signature of the approving officer is required, either on a separate document attached to this claim or by signature in this block.

* PRIVACY STATEMENT

The Information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that the following notice be provided when collecting personal information from individuals.

AGENCY NAME: Appointing powers and the State Controller's Office (SCO).

UNITS RESPONSIBLE FOR MAINTENANCE: The accounting office within each appointing power and the Audits Division, SCO, 3301 C Street, Room 404, Sacramento, CA 95816.

AUTHORITY: The reimbursement of travel expenses is governed by Government Code Sections 19815.4(d), 19816, and 19820. These sections allow the Department of Personnel Administration (DPA) to establish rules and regulations which define the amount, time, and place that expenses and allowances may be paid to representatives of the State while on State business.

PURPOSE: The information you furnish will allow the above-named agencies to reimburse you for expenses you incur while on official State business.

OTHER INFORMATION: While your social security account number (SSAN) and home address are voluntary information under Civil Code Section 1798.17, the absence of this information may cause payment of your claim to be delayed or rejected. You should contact your department's Accounting Office to determine the necessity for this information.

APPENDIX A-3

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std269.pdf>

STATE OF CALIFORNIA REPORTING OF AUTOMOBILE ACCIDENTS STD 269 (REV. 07/2024)	DEPARTMENT OF GENERAL SERVICES OFFICE OF RISK AND INSURANCE MANAGEMENT
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REPORTING OF AUTOMOBILE ACCIDENTS

The Office of Risk and Insurance Management (ORIM) administers the State Motor Vehicle Liability Self-Insurance Program (VELSIP). The program provides liability coverage for the state, and employees or agents of the state when operating a vehicle on official state business.

All vehicle accident reports (STD 270 and STD 274) must be received by the ORIM within 2 business days after the accident. The STD 270 must be completed by the driver and reviewed and approved by their supervisor. The vehicle accident reports, along with any additional information related to the accident should be emailed to ORIM at claims@dgs.ca.gov

DO NOT DISCUSS THE ACCIDENT WITH ANYONE EXCEPT:

<ul style="list-style-type: none"> • Investigating Traffic Officer • Authorized Representatives for the State 	<ul style="list-style-type: none"> • Supervisor • Office of Risk and Insurance Management Claims Analysts
---	---

NAME STREETS OR ROADS - SHOW DIRECTION AND POSITION OF ALL VEHICLES IN ACCIDENT.

STATE VEHICLE A →

OTHER VEHICLE B →

Indicate Points of Direction

DIAGRAM OF ACCIDENT

ACCIDENT DETAILS				
Time AM/PM	Date	City	County	
Accident location (Address, Intersection, etc.)		Road Conditions /Weather Conditions		
INVESTIGATED BY: <input type="checkbox"/> Police Dept.		<input type="checkbox"/> Sheriff	<input type="checkbox"/> CHP	<input type="checkbox"/> Other
Name of Investigating Agency Address				Report Number
OCCUPANTS OF OTHER VEHICLE				
Name	Address			Phone Number
Name	Address			Phone Number
Name	Address			Phone Number
OCCUPANTS OF STATE VEHICLE				
Name	Address			Phone Number
Name	Address			Phone Number

STATE OF CALIFORNIA – DGS OFFICE OF RISK AND INSURANCE MANAGEMENT
ACCIDENT IDENTIFICATION STD 269 (Rev. 07/2024)

IMPORTANT
 Complete the entries below, detach this card and give it to the other driver who may need the information for the financial responsibility form.

State Driver Full Name	Work Phone Number	Driver's License Number	
Department Employed By			
Date of Accident			
Accident Location			
State Vehicle: Year	Make	Model	License Plate Number

Inquiries regarding the accident may be addressed to:
 Department of General Services
 Office of Risk and Insurance Management
 707 Third Street, Third Floor – Suite 3-414
 West Sacramento, CA 95605 (916) 376-5300
 Email: claims@dgs.ca.gov

Reporting of Claims

All vehicle accident reports (STD 270 and STD 274) must be received by ORIM within 2 business days after the accident. The STD 270 must be completed by the driver and reviewed and approved by their supervisor. The vehicle accident reports, along with any additional information related to the accident should be emailed to ORIM at claims@dgs.ca.gov.

Office of Risk and Insurance Management

(916) 376-5300

CLAIMS@DGS.CA.GOV

Evidence of Financial Responsibility

This vehicle is owned or leased by the State of California, a public entity, and operated by employees or agents of the State. California Vehicle Code Sections 16000, 16020, 16021, et seq. State that ownership or lease of a vehicle by public entity establishes evidence of financial responsibility.

IMPORTANT

Ask names and addresses of witnesses first.

Witness 1 Name

Address

Phone Number

Witness 2 Name

Address

Phone Number

Witness 3 Name

Address

Phone Number

INJURED PERSONS

Name

DOB

Address

Phone Number

Hospital Taken To

Name

DOB

Address

Phone Number

Hospital Taken To

OTHER VEHICLES

Vehicle License No.

Year

Make

Model

Registered Owner

Address

City

Driver's Name

Address

City

Driver's License No.

Note: This accident identification card (on reverse) should be filled out, detached, and given to the other driver.

APPENDIX A-4

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std270.pdf>

STATE OF CALIFORNIA VEHICLE ACCIDENT REPORT STD 270 (Rev. 1/2025)				DEPARTMENT OF GENERAL SERVICES OFFICE OF RISK AND INSURANCE MANAGEMENT 916.378.5300 claims@dgs.ca.gov			
CONFIDENTIAL INFORMATION DO NOT RELEASE TO OTHER PARTIES WITHOUT CONSENT OF THE OFFICE OF RISK AND INSURANCE MANAGEMENT. <i>This report must be received by ORIM within 2 business days after accident.</i>							
STATE DRIVER							
NAME			EMPLOYING DEPARTMENT				
DRIVERS LICENSE NUMBER	DATE OF BIRTH	PHONE	JOB TITLE				
STATE DRIVERS EMAIL			OFFICE ADDRESS (Street, City, State, Zip Code)				
WAS VEHICLE BEING USED ON OFFICIAL STATE BUSINESS? YES <input type="checkbox"/> NO <input type="checkbox"/> (If NO, attach explanation)			SUPERVISOR NAME				
			SUPERVISOR EMAIL		SUPERVISOR PHONE		
STATE VEHICLE							
VEHICLE LICENSE NUMBER	VEHICLE YEAR	MAKE	MODEL	VEHICLE EQUIPMENT NUMBER			
VEHICLE OWNER: Indicate Dept. Owned*, Rental*, DGS Pool, or Employee Owned Department Owned				* If Dept. Owned or Rental, Enter Owner's Name			
DESCRIBE DAMAGES TO STATE VEHICLE							
ACCIDENT DETAILS							
ACCIDENT LOCATION (Address/Area)		ACCIDENT DATE		POLICE REPORT MADE?			
		ACCIDENT TIME		YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
CITY	STATE	ZIP CODE	INVESTIGATING AGENCY NAME AND ADDRESS				
COUNTY							
PROVIDE A BRIEF DESCRIPTION OF HOW THE ACCIDENT OCCURRED							
OTHER VEHICLE							
DRIVERS NAME			VEHICLE LICENSE NO.	VEHICLE YEAR	MAKE	MODEL	
DRIVERS LICENSE NUMBER	DATE OF BIRTH	PHONE	REGISTERED OWNER		OWNER PHONE	NO. OF PASSENGERS	
DRIVERS ADDRESS			OWNER ADDRESS (Street, City, State, Zip Code)				
CITY		STATE	ZIP	NAME AND POLICY NUMBER OTHER PARTY'S INSURANCE			
BRIEFLY DESCRIBE DAMAGE TO OTHER VEHICLE/PROPERTY							

**** CONFIDENTIAL INFORMATION ****
 DO NOT RELEASE TO OTHER PARTIES WITHOUT CONSENT OF
 THE OFFICE OF RISK AND INSURANCE MANAGEMENT.
This report must be received by ORIM within 2 business days after accident.

INJURED

NAME	DATE OF BIRTH	ADDRESS (Street, City, State, Zip Code)
NAME	DATE OF BIRTH	ADDRESS (Street, City, State, Zip Code)

WITNESS

NAME	PHONE	ADDRESS (Street, City, State, Zip Code)
NAME	PHONE	ADDRESS (Street, City, State, Zip Code)

ADDITIONAL VEHICLE

DRIVER'S NAME			VEHICLE LICENSE NO.	VEHICLE YEAR	MAKE	MODEL
DRIVER'S LICENSE NUMBER	DATE OF BIRTH	PHONE	REGISTERED OWNER		OWNER PHONE	
DRIVER'S ADDRESS (Street, City, State, Zip Code)			OWNER ADDRESS (Street, City, State, Zip Code)			
NAME AND POLICY NUMBER OTHER PARTY'S INSURANCE						

DESCRIBE DAMAGE TO OTHER VEHICLE/PROPERTY

APPENDIX A-5

<https://www.documents.dgs.ca.gov/dgs/fmc/PDF/std274.pdf>

STATE OF CALIFORNIA STATE DRIVER ACCIDENT REVIEW STD. 274 (Rev. 10/2019)		DEPARTMENT OF GENERAL SERVICES OFFICE OF RISK OF INSURANCE MANAGEMENT	
Supervisor's Review - For Departmental Accident Prevention			
PURPOSE:	For the supervisor to investigate each accident, report facts and circumstances, confirm that the State vehicle was used on State business, and initiate or recommend action to achieve accident prevention.		
HOW:	Use sources of information listed on the back of this form. Report all accidents, what property was damaged and who was responsible (SAM 2430/2440).		
WHO:	The supervisor of the driver must prepare this report. Attach the STD 274 to the completed STD 270. Forward the completed forms to the Office of Risk and Insurance Management and your departments Health and Safety Coordinator/Unit. Keep a copy for your records.		
REVIEWING OFFICER:	You are responsible for reviewing the forms to ensure they are accurate and complete.		
STATE DRIVER'S NAME		EMPLOYING DEPARTMENT	ACCIDENT DATE
HOW DID ACCIDENT OCCUR?			
WHAT DRIVING RULES, VEHICLE LAWS OR VIOLATIONS CONTRIBUTED TO THE CAUSE OF THE ACCIDENT?			
SUPERVISOR'S ACTION TAKEN, OR RECOMMENDATION FOR SUPERIORS TO PUT INTO EFFECT. (SEE LAST PAGE FOR SUGGESTIONS)			
SUPERVISOR NAME (PRINT)		SUPERVISOR TITLE	SUPERVISOR TELEPHONE
SUPERVISOR SIGNATURE		DATE	
REVIEWING OFFICER EVALUATION AND ACTION TAKEN			
<input type="checkbox"/> I Concur With Supervisor <input type="checkbox"/> I Do Not Concur With Supervisor			
HOW WAS THE DRIVER INFORMED OF YOUR EVALUATION AND FOLLOW-UP ACTION:			
<input type="checkbox"/> Verbal Discussion <input type="checkbox"/> Written Memo <input type="checkbox"/> Verbal and Written Date: _____			
REVIEWER NAME (PRINT)		REVIEWER TITLE	REVIEWER TELEPHONE
REVIEWER SIGNATURE		DATE	

APPENDIX A-6

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std377.pdf>

STATE OF CALIFORNIA – OFFICE OF FLEET AND ASSET MANAGEMENT			
VEHICLE HOME STORAGE REQUEST/PERMIT			
STD. 377 (Rev. 10/2019)			
INSTRUCTIONS:			
1. The Vehicle Home Storage Request/Permit (VHSP) must be renewed annually.			
2. Before completing this Request, refer to excerpts from the Guidelines for Approval on reverse.			
3. Retain original permit for current and four previous fiscal years.			
4. The Department of General Services (DGS) requires all State agencies to submit an annual certification form that denotes the number of VHSPs issued at that time. The certification is due January 2nd of each year.			
5. Submit annual certification to: Department of General Services Office of Fleet and Asset Management 1700 National Drive, Sacramento, CA 95834			
			AGENCY PERMIT NUMBER
			EXPIRATION DATE
DEPARTMENT	DATE REQUESTED	VEHICLE OPERATOR'S NAME	
DIVISION/UNIT	OFFICE TELEPHONE (CALNET)	EMAIL ADDRESS	WORKING HOURS
OFFICE ADDRESS (Street and Number)		HOME ADDRESS (Street and Number) See Privacy Statement below	
(City)	(State) (Zip Code)	(City)	(State) (Zip Code)
OFFICIAL BUSINESS MILES TRAVELED PER MONTH	DISTANCE FROM HOME TO OFFICE	GEOGRAPHIC AREA WHERE TRAVEL OCCURS	
NUMBER OF TIMES PER MONTH VEHICLE TO BE STORED AT HOME	DISTANCE FROM HOME TO WORK LOCATION	CIRCUMSTANCES NECESSITATING HOME STORAGE <i>Criteria that allow for home storage on back page.</i> PLEASE CHECK THE APPROPRIATE BOX(ES) TO INDICATE WHETHER THIS PERMIT IS COST-EFFECTIVE AND/OR ESSENTIAL: <input type="checkbox"/> COST-EFFECTIVE <input type="checkbox"/> ESSENTIAL	
NUMBER OF TIMES PER MONTH VEHICLE TO BE STORED AT A STATE FACILITY	DISTANCE FROM OFFICE TO WORK LOCATION		
STATE FACILITY STORAGE LOCATION (Street and Number)		IF YOU DRIVE AN ASSIGNED VEHICLE OR ALWAYS UTILIZE THE SAME VEHICLE, PROVIDE THE FOLLOWING INFORMATION:	
(City)	(State) (Zip Code)	VEHICLE YEAR	VIN
		MAKE	MODEL
PURPOSE OF TRAVEL/NATURE OF WORK			
Employees, Supervisors, and Approving Officers are responsible for having read the excerpts from the Evaluation Guidelines on the reverse of this form.			
EMPLOYEE'S SIGNATURE			DATE SIGNED
PRINT OR TYPE NAME		POSITION/CLASSIFICATION	
THIS REQUEST IS: <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> DISAPPROVED		THIS REQUEST IS APPROVED FOR: <input type="checkbox"/> THREE MONTHS BEGINNING _____ ENDING _____ <input type="checkbox"/> ONE YEAR BEGINNING _____ ENDING _____	
SUPERVISOR'S SIGNATURE			DATE SIGNED
PRINT OR TYPE NAME		POSITION/CLASSIFICATION	
APPROVING OFFICER'S SIGNATURE (Department Head, Deputy, or Chief Administrative Officer)			DATE SIGNED
PRINT OR TYPE NAME		TITLE	
PRIVACY STATEMENT			
Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), the principal purpose for the employee's home address is to administer the Vehicle Home Storage program. Failure to provide the information may delay processing of the request. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.17 of the Information Practices Act. Each individual has the right to inspect personal information in records maintained on the individual. The responsibility for maintenance of the information rests in the chief administrative officer of the employing department.			

All State employees with the sole exception of elected officials are required by law to meet the following usage criteria.

GUIDELINES FOR APPROVAL

Following are excerpts from the Government Code and the Department of Personnel Administration Regulations provided for assistance in determining what is appropriate vehicle use and what is misuse. It is important that the signatories (employee, supervisor and approving officer) read and understand their responsibilities and liabilities prior to approval of the Vehicle Home Storage Request/Permit.

GOVERNMENT CODE

§ 19993.1. Restriction of use to conduct of state business; carpool or vanpool program. State-owned motor vehicles shall be used only in the conduct of state business. State business shall include the operation of state-owned vehicles as commute vehicles in a carpool or vanpool program authorized by a state agency, provided that a daily, weekly, or monthly fee is charged that is adequate to reimburse the state for the cost of providing such vehicles for such purpose. No state officer or employee shall use, or permit the use of, any state-owned motor vehicle other than in the conduct of state business.

§ 19993.6. Suspension from state service for violations; notice; answer; hearing. The department, upon its own initiative, may suspend from state service without pay for a period not exceeding 30 days, any officer or employee of this state exempt from civil service for violating this chapter or the rules and regulations adopted pursuant thereto.

CALIFORNIA CODE OF REGULATIONS

Title 2 - Department of Personnel Administration, (DPA)
(DPA is now referred to as California Department of Human Resources)

599.808. Storage of State-Owned Motor Vehicles. (d) When a state-owned vehicle is to be stored frequently at or in the vicinity of an employee's home, regardless of the reason, a permit must be obtained in advance from his/her department. The permit must be signed by the department head, a deputy, or the chief administrative officer. The Department of General Services will prescribe the form and procedures relating to such permits. Permits will be available for review by the Department of General Services. At the discretion of General Services, any agency may be required to submit permits to it for final approval. For the purpose of enforcing this rule, "frequently" is defined as storing a state-owned vehicle at an employee's home, or in the vicinity thereof, for more than 72 nights over a 12-month period or more than 36 nights over any three-month period. (Register 86, No. 26-6-28-86)

599.803. Actual Costs and Liability Therefore. (a) An employee shall be liable to the State for the actual costs to the State attributable to his/her misuse of a state-owned motor vehicle. Where, however, and to the extent that a superior directs the misuse, the superior and not the subordinate shall be liable. (Register 76, No. 48- 11-27-76)

STATE ADMINISTRATIVE MANUAL

Home Storage (Renumbered from 4144 and Revised 6/96)

Storage of State-owned mobile equipment at an employee's residence on a regular basis requires an approved Vehicle Home Storage Request/Permit form, STD. 377, be on file with the employee's department and be submitted to the Department of General Services for review upon request.

OFFICE OF FLEET AND ASSET MANAGEMENT HANDBOOK

Home Storage

Agencies/departments are responsible for monitoring, approving and maintaining current Vehicle Home Storage Request/Permit, STD. 377, for the storage of state-owned mobile equipment at a state employee's home.

The STD. 377 is signed and approved by the:

- Supervisor, and
- Department head, deputy or chief administrative officer, and
- At the discretion of DGS, the Office of Fleet and Asset Management.

Tax Consideration and Fringe Benefits

Associated with State Vehicle Usage

State employees must report the taxable amount monthly on the State Controller's Office (SCO) form STD. 676V, Non-USPS Adjustment Request Values (Fringe Benefit/Employee Business Expense) and submit to their Department's Human Resources Unit. Please refer to Federal Internal Revenue Service Publication 15-B for tax consequences.

Employees must apply facts and circumstances on a case-by-case basis to determine taxable "personal use." The SCO Payroll Procedures Manual (PPM) Section N 129.1 has information that covers the taxable event triggered by State vehicle use, as well as the reportable/taxable amount to report. PPM Section N 129.1 also includes information regarding the exceptions to the taxable reporting requirements (e.g. "Qualified Non-Personal Use Vehicles"). The PPM is available on the SCO website at http://www.sco.ca.gov/ppsd_ppm.html

APPENDIX A-7

OK, YOU'VE HAD A MOTOR VEHICLE ACCIDENT, SO NOW WHAT HAPPENS?

Well, that depends on **who** you are and **when** we're talking about. Hopefully, the following will help explain "Who's On First?"

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. Form 269, Reporting of Automobile Accidents (should be located in the state vehicle glove box). Tear off the perforated section and give 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 party's or parties' vehicle/property, etc.
- Within two business days of the accident, complete the Std. Form 270 Vehicle Accident Report Form.

State Supervisor or Health and Safety Coordinator/Unit:

- Review the Std. Form with the state employee.
- Complete the Std. Form 274 State Driver Accident Review—Supervisor's Review Form (STD. 274).
- Email the completed Std. Forms 270 and 274 and any additional accident-related documentation (e.g., scene photographs, diagrams, map coordinates, traffic collision report) to claims@dgs.ca.gov within two business days after the accident.

State Employee/State Supervisor/Health and Safety Coordinator:

- If contacted by the other driver involved in the accident, their insurance company or their attorney, do not say anything about the 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 Third St., 1st Floor, Room 1-150
West Sacramento, CA 95605
Phone: (916) 376-5300
Email: claims@dgs.ca.gov

If You Are Served With a Summons and Complaint or Other Legal Documents:

- Notify ORIM immediately.
- ORIM will coordinate with the appropriate state legal division on the handling of the legal documentation.
- ORIM and the respective legal division will assist and guide the department.

Office of Risk and Insurance Management
State of California
California Government Operations Agency
707 Third St., 1st Floor, Room 1-150
West Sacramento, CA 95605
Phone: (916) 376-5300
Fax: (916) 376-5277

Whoever you are, if contacted by the claimant, it's OK to tell them the following:

- The ORIM handles and makes all the decisions on accident claims. ("All I do is report them to Sacramento.") Make neither promises nor commitments to the claimants that their claim will be paid!
- Refer claimants **directly** to the ORIM (916) 376-5302 or (800) 900-3634) to **expedite the handling of their claim**.
- If the claimant wishes to protect themselves from the six-month statute of limitations for filing a

claim, they **may also** file a formal claim against the CSU. Information on how to file a claim with the CSU can be found at [system/administration/business-finance/systemwide-risk-management/Pages/file-a-claim.aspx](https://www.csu.edu/system/administration/business-finance/systemwide-risk-management/Pages/file-a-claim.aspx) or through the campus risk manager. **The claim form must be completed and submitted prior to six months after the accident.**

You Are the State Driver, and You Have Been Served With a Small Claims Court Summons and Complaint

- You will have to appear as ordered. The CSU general counsel, ORIM, the attorney general's office and/or Caltrans' legal division cannot appear either with or on your behalf in small claims court.
- Notify campus counsel, Risk Management and ORIM. Campus counsel and/or ORIM may be able to provide you with copies of documents as well as advise you on how to proceed to defend yourself and your employer. We recommend that you take your supervisor or safety coordinator with you to the trial.
- When you receive the verdict or judgment (usually by mail), promptly notify campus counsel and ORIM of the results.

You Are the State Driver, and You Have Been Served With a Municipal or Superior Court Summons and Complaint

- **Call campus counsel, Risk Management and ORIM immediately.** A response must be filed within 30 days of service to avoid a default judgment, so do not delay in reporting.

If the above does not answer your particular question or address your situation, please contact campus counsel, Risk Management or call ORIM at (916) 376-5302.

APPENDIX A-8

OK, YOU'VE HAD A MOTOR VEHICLE ACCIDENT IN A RENTAL VEHICLE, SO NOW WHAT HAPPENS?

COMMERCIAL RENTAL VEHICLES: The Office of Fleet Administration negotiates with rental car companies each year. A list of the selected vendors and contract provisions may be found at <https://csyou.calstate.edu/Projects-Initiatives/csubuy/Pages/default.aspx>

When vehicles are rented under the terms of these negotiated contracts, there is no need to purchase ANY insurance as part of the rental contract. Rental car companies are responsible for any damage sustained to vehicles as well as any damages caused by third parties as a result of negligent operation of the vehicle, (up to \$500,000 for any one accident). **Use of the negotiated contracts is highly encouraged. For the contract terms to apply, state identification must be presented to the rental car company at the time the vehicle is rented.**

Please note that claims related to rental vehicles go through the state Office of Risk Management, which holds the agreement with the approved rental agencies.

In addition to following the procedure pursuant to Appendix A-6–“OK, You’ve Had a Motor Vehicle Accident, So Now What Happens?” please note the following:

- Report the loss immediately to the rental car agency. The contact information should be located on the rental agreement. If after reporting the accident to the rental agency you are contacted by the rental agency, please refer them to the state Office of Risk Management. The state Office of Risk Management handles and makes **all** the decisions on accident claims. **Make no promises or commitments to the rental car agency.**
- **Refer claimants directly to the state Office of Risk Management (916) 376-5302 or (800) 900-3634 to expedite the handling of their claim.**
- **Report the loss to your campus risk manager.**

APPENDIX A-9

HELPFUL WEBSITE RESOURCES

- California Office of Risk and Insurance Management (ORIM):
<https://www.dgs.ca.gov/ORIM>
- ORIM/Department of General Services Online Defensive Driver Training:
<https://www.dgs.ca.gov/Services/Page-Content/Service-List/Enroll-in-Defensive-Driver-Training>
- DMV Employee Pull Notice Program:
<https://www.dmv.ca.gov/portal/vehicle-industry-services/motor-carrier-services-mcs/employer-pull-notice-eqn-program>
- Systemwide Risk Management–Filing Claims:
<https://www.calstate.edu/csu-system/administration/business-finance/systemwide-risk-management/Pages/file-a-claim.aspx>
- Official California Legislative Information:
<http://leginfo.legislature.ca.gov/>