

San José State University 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) at the California Department of General Services.

SJSU drivers must report **ALL** motor vehicle accidents in SJSU owned vehicles as well as those occurring in personal or rental vehicles while being driven on official university business by following these guidelines:

1. Make no comment or statement regarding the accident to anyone except investigating police, your supervisor, SJSU Risk Management, or other State officers, or an identified representative of the State's insurance adjuster.
2. Do call the Police, 911, in the event of any injury accident. If the police request a copy of your insurance, and if operating a State Owned Vehicle, provide them this form. In accordance with CVC 16021, State ownership of the vehicle establishes financial responsibility.
3. Do exchange information with the other driver. Record all information on the accident identification card, STD Form 269, before leaving the scene of the accident. If another vehicle is involved, detach the appropriate portion of the form and give it to the driver of the other vehicle.
4. Immediately call (408) 924-2150 (SJSU Risk Management) and give a verbal report of the accident. If no answer, leave a message giving your name, department, telephone number where you can be reached, and a brief description of the accident.
5. In all accidents that result in injury or serious damage, immediately telephone ORIM at (916) 376-5302 or (800) 900-3634. If no answer, leave a message where you can be reached on the next business day.
6. All drivers involved in an accident while driving on official SJSU business must complete the Report of Vehicle Accident, STD Form 270, and give a copy to your supervisor, and submit the original to SJSU Safety and Risk Services, Campus Zip 0046, Fax (408) 924-2148. Also, fax a copy to ORIM at (916) 376-5277 within 24 hours, or NLT next business day.
7. In the event there is damage to a state owned vehicle, immediately contact Facilities and report the vehicle identification and accident information. Send a copy of the Report of Vehicle Accident, STD Form 270 to Facilities.
8. The supervisor of every driver involved in an accident while driving on official SJSU business must investigate each accident promptly and thoroughly and prepare a Review of State Driver Accident, STD Form 274, and submit it to SJSU Safety and Risk Services, Campus Zip 0046, Fax (408) 924-2148, within five days.
9. The reviewing officer for all accidents involving State/University drivers on official SJSU business is the Risk Manager. The purpose of these reviews is to aid in preventing SJSU employee driver accidents by determining specific needs for accident prevention training, and establishment of administrative policy.
10. SJSU Safety and Risk Services will coordinate all reporting requirements between CSU, ORIM, and the State Attorney General. If you have any questions, please call (408) 924-2150.