

PROCEDURES FOR EMPLOYEES INVOLVED IN VEHICLE ACCIDENTS WHILE TRAVELING ON OFFICIAL UNIVERSITY BUSINESS

Following are procedures for state employees to follow when they are involved in vehicle accidents while traveling on Official University business. Questions regarding these procedures should be directed to the Safety and Risk Services Office at (408)924-2150 or 2151.

If you are involved in an accident while driving a STATE (University-owned) vehicle:

1. Do not discuss the facts of the accident with anyone other than the investigating police, your supervisor, the campus Risk Management Office, or the Office of Risk Insurance & Management (ORIM) Claims Unit (this is the State's insurer for State-owned vehicles) located in Sacramento.
2. Use the "Accident Investigation Card" (STD Form 269) found in the glove compartment of the State vehicle to write down names, addresses and other facts while at the accident scene. Call and report the accident to the campus Safety and Risk Services Office as soon as possible.
3. Immediately upon returning to campus, using the information on the Accident Investigation Card, complete a "Vehicle Accident Report" (STD Form 270). This form is available from the Risk Management Office, Police Department and FD&O Auto Shop. The campus Safety and Risk Services Office will review and submit the report to ORIM.
4. If the accident caused you or another State employee riding in the State vehicle bodily injury, call the campus Worker's Compensation Specialist in the Human Resources Office (408) 924-2150 or the Campus Safety and Risk Services Office (408) 924-2149 as soon as possible.
5. If the accident caused bodily injury to any non-State party, call the campus Safety and Risk Services Office (408)924-2151 directly. On weekends call (408)924-2222 as soon as possible.
6. You may give the other party SJSU Safety and Risk Services's telephone number (above) to call if they have any questions, as they will be handling the claim.
7. If you receive any telephone calls or correspondence (from insurance companies, attorneys, etc.) regarding the accident,

Refer them to the campus Safety and Risk Services Office without further comment.

8. If you are served with a lawsuit, call the campus Risk Management Office.

If you are involved in an accident while driving a PRIVATE vehicle:

1. Contact your personal vehicle insurance carrier and report the accident immediately. All claims should be handled by your insurance carrier. State employees driving their private vehicles on official university business are reminded that the insurance maintained by the State is only for the liability above the amount of the employee's own insurance policies. Mileage rates paid to employees include an amount that reimburses employees for maintaining minimum insurance coverage.
2. Upon returning to campus, complete a "Vehicle Accident Report" (STD Form 270). This form is available from the Risk Management Office. The campus Safety and Risk Services Office will review the report and keep it on file.

If you are involved in an accident while driving a RENTAL vehicle:

1. Contact the car rental agency immediately and follow their instructions for reporting the accident and filing a claim. State employees are reminded that they must rent a vehicle from one of the State of California contracted agencies and must pay for rented vehicles using either their American Express Corporate Card or a Department of General Services (DGS) Charge Card. The contracted agencies provide insurance for bodily injury and property damage as part of their contract with the State. Cash, personal checks and personal credit cards are not authorized forms of payment for the State of California commercial car rental contracts. Failure to use the AE Corporate Card or DGS Charge Card will void contract obligations, including insurance coverage. Vehicles rented under the State contract are to be used for State business only.*
2. Upon returning to campus, complete a "Vehicle Accident Report" (STD Form 270). This form is available from the campus Safety and Risk Services Office. The campus Risk Management Office will review the report and keep it on file.

*Employees are reminded that the use of the rental car contracts for personal business is considered to be misuse of a State vehicle. Employees wishing to extend the rental of a vehicle for personal business will make arrangements with the contract vendor to have the rental agreement for state business closed out at the end of their state business, and have a new rental agreement drawn up for their personal business.

IT IS NOT ACCEPTABLE TO EXTEND RENTAL
AGREEMENTS FOR OFFICIAL BUSINESS AND PAY THE
DIFFERENCE FOR THOSE DAYS THE VEHICLE WAS USED
ON PERSONAL BUSINESS.