

STATE ADMINISTRATIVE MANUAL (SAM) 2420: Motor Vehicle Liability Self-Insurance Program

The ORIM administers the State Motor Vehicle Liability Self-Insurance Program (VELSIP), which provides unlimited self-insured liability coverage for the state, agencies, and employees who operate covered self-propelled land vehicles on state business (California Vehicle Code Sections 17000 and 17001). Effective January 1, 2004, liability coverage is limited to \$1 million per occurrence/accident when the state vehicle is operated by a non-salaried employee (i.e. student assistant, volunteer, etc.) on state business. The driver's employing department/agency will be financially responsible for the payment of any claims, settlements, judgments or verdicts in excess of \$1 million. The VELSIP provides excess liability coverage for state employees on state business while driving non-state vehicles, but only after the vehicle owner's liability policy limits have been paid. The VELSIP does not provide coverage for injury to state employees nor for damage to state vehicles. Employee injuries are handled through Workers' Compensation coverage. Damage to state vehicles are handled through the budget of the owning state agency. (Revised 12/2004)

STATE ADMINISTRATIVE MANUAL (SAM) 2455: Motor Vehicle Accident Reporting and Investigation

Reporting

In the event of an accident/incident involving state employees or state property the following procedures should be followed:

1. If the accident/incident involves motor vehicles contact the local CHP office.
2. All other types of accidents/incidents:

Report the incident to your supervisor. Departments will have written procedures to follow. Complete Accident Report (Other Than Motor Vehicle) form, STD. 268*.

*If the accident/incident involves serious injury or death, extensive personal or state property damage or a significant potential for state/public liability, the Attorney General's Office will be notified within 24 hours by faxing the report to (916) 324-5567 Attn: Tort Unit. The receptionist may be contacted at (916) 324-5378.

If a completed report is not immediately available, provide the following information:

1. Identify the department/agency, unit and employees involved;
2. Date, time, place, injuries and circumstances;
3. Names, addresses and phone numbers of all injured people;
4. Name and telephone number of a departmental contact person.

Upon completion, the original report and all relevant documents will be immediately forwarded to:

Attorney General's Office
P.O. Box 944255
Sacramento, CA 94244-2550
Attn: Tort Unit
The Tort Unit may be reached at (916) 324-5397 or (916) 324-5398.

Department/agencies will have written procedures for maintaining copies of the report for their purposes/records.
Employees are instructed to not discuss or speak to any individual concerning the accident/incident other than (or with approval of) a representative of the their legal office or the Office of the Attorney General.

Investigation—Complete STD. 268

Obtain all witness information.

Obtain accurate measurements or relevant dimensions.

When possible and appropriate, photographs, video recordings, diagrams will be taken immediately.

Provide the names, titles and telephone numbers of the individual preparing the report and their immediate supervisor.

Opinions and conclusions, if provided, are to be prepared on a separate attached page.

Upon completion, the original report and all relevant documents will be immediately forwarded to:

Attorney General's Office
P.O. Box 944255
Sacramento, CA 94244-2550
Attn: Tort Unit

Requests for Copies of Accident/Incident Reports

All departments will have written procedures to respond to requests for copies of reports. Reports will only be released through appropriately designated personnel, the department's legal office or the Attorney General's Office.