



CALIFORNIA STATE UNIVERSITY
Stanislaus
ENGAGING · EMPOWERING · TRANSFORMING

Small Vehicle Safety Program

*A Subsection of the University Injury and Illness Prevention Program
Per California State University Stanislaus Defensive Driver Program
Per California Department of General Services Fleet Program and
the California Department of Motor Vehicles*

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PLAN REVIEW

This sheet should be completed each time the Small Vehicle Safety Program is reviewed and/or modified. The Director for Safety & Risk Management is responsible to review and update this plan as needed per CSU Chancellor's Executive Order 1039.

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Updated by	April Dunham-Filson
Reviewer Name/Signature/Date	
Date Reviewed	Apr 12, 2022
Director of S&RM	Kellie Marshall
Change description	
Were there any changes?	Yes
If changes were made, to which sections? (List below)	
1. Added Subsection to title page	
2. Updated Plan Review page	
3. Updated Rules for Safe Operation	
4. Updated Vehicle Training Record	
5. Updated Appendices	
6. Added new map for carts	
7. Added Shuttle Stop map	

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1.0 REGULATORY AUTHORITY

This program aligns with policies and procedures of the California State University Stanislaus Defensive Driver Program, the State of California Department of General Services (DGS) Office of Fleet and Asset Management, and the California Department of Motor Vehicles (DMV).

2.0 ADMINISTERING AGENCY

California State University Stanislaus and the Department of Safety & Risk Management (S&RM).

3.0 PURPOSE

Prevention of vehicle related accidents, injuries and property damage is a primary purpose of this program. The majority of accidents involving small vehicles are the fault of the operator. In some instances, the operator had not been properly trained. More often, accidents result from careless acts. The potential of an accident is increased due to a high center of gravity and low vehicle weight. Training is required to inform users of their safe operation.

4.0 SCOPE

The Small Vehicle Safety Program affects all who operate small vehicles for University business. Department leadership is responsible for compliance with this program. “Small Vehicles” include but are not limited to three or four wheeled electric or gas-powered golf carts, utility vehicles, all-terrain vehicles, small maintenance vehicles, escort shuttles, or disabled transport carts.

Driving small vehicles on campus is a privilege and should be treated as such.

Vehicle Code Section 670 defines a vehicle as a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks.

Carts are considered a small vehicle and all rules of the road should be followed no matter if driving on a pathway or roadway. Individuals who are seen driving inappropriately can have their privileges revoked.

This program applies to only University employees and enrolled students who meet the following criteria:

- Valid California State Driver’s License
- Good driving record

University employees are individuals who have completed all prerequisites for Stanislaus State employment. This includes all faculty, staff, and student assistants.

5.0 POLICY

Under this program the University is to establish rules and regulations for University employees and students in the safe operation of small electrical or gasoline powered vehicles.

6.0 RESPONSIBILITIES

6.1 Safety & Risk Management

- a. Develop and administer the Small Vehicle Safety Program.
- b. Coordinate the program with departments and their employees.
- c. Establish and oversee a Train the Trainer program
- d. Provide an in person practical exercise for first time drivers.
- e. Review the Rules for Safe Operation of Small Vehicles (Appendix F) and Vehicle Operator Training Record (Appendix G) with first time drivers.
- f. Ensure departments are obtaining copies of training records.
- g. Maintain database and ensure all drivers are up to date with their training.
- h. Maintain Small Cart Inventory
- i. Review and update this policy as needed.

6.2 Capital Planning & Facilities Management Auto Mechanic Shop

- a. Assure proper mechanical maintenance and that any problems discovered during operation, safety check or during routine maintenance are immediately scheduled for an Auto Mechanic diagnosis (Appendix C).
- b. Will report maintenance issues to S&RM related to their misuse.
- c. Will collect maintenance records from campus areas that oversee departmental small vehicles and will submit these records to the Chancellor's Office according to Executive Order 691 Motor Vehicle Inspections – Delegation of Authority.

6.3 Departments

- a. Department Owned Small Vehicles
 1. Must ensure that all department purchased small vehicles are on record with University Property Control and S&RM.
 2. Notify Capital Planning & Facilities Management the small vehicle needs to be added to the preventative maintenance schedule.
- b. Supervisors/Managers/Department Chairs
 1. Ensure operators are approved with Defensive Driver Clearance and are trained in the operation of small vehicles prior to their use.
 2. Review the Rules for Safe Operation of Small Vehicles (Appendix F) with operators and provide signed copies to S&RM.
 3. Monitor the safe driving habits of operators.
 4. Must take the small vehicle out of service if there are any maintenance concerns reported.
- c. Reporting Accidents
 1. Upon receiving notification from the operator, the Supervisor must complete the State of California [Form STD. 274-State Driver Accident Review](#) (Appendix I).
 2. Submit all documentation to S&RM as soon as reasonably possible after the accident.
- d. Small Vehicle Maintenance
 1. Assure that small vehicles under your department's control are properly and routinely maintained. If you have any problems with your vehicles, do not attempt to do the work yourself. Call Capital Planning & Facilities Management (209-667-3211) for assistance.
 2. Ensure that inspections of vehicles are occurring and will submit records to Capital Planning & Facilities Management in accordance with Executive Order 691.
 3. Assure that a copy of the SVS Campus Route Map (Appendix A) is posted in each vehicle at all times.

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4. Assure that all small vehicles that are used after dark have lights. No vehicle and/or trailer shall be operated at night without properly working headlights and tail lights.
5. Charging of Electrical Vehicles - Batteries emit explosive gases. All electric vehicles must be charged in well ventilated areas. During normal operation, the concentration of these gases is rarely sufficient to be considered dangerous unless flame or sparks occur in the battery compartment close to the vent holes in the battery caps. It is important that this is not allowed to occur at any time. During the charging process, emissions are greatly increased. Any area in which charging batteries are confined must be well ventilated, and flame, sparks, or lighted cigarettes must be kept out of the charging area and away from ventilator openings associated with the charging area. Battery connections must not be disturbed while batteries are being charged.

6.4 University Advancement and Event Services

- a. Must notify S&RM of all small vehicles brought to campus by vendors or third-party renters of University facilities.
- b. Ensure that vendors and/or third-party renters of University facilities are provided a copy of the Small Vehicle Safety Program.

6.5 Vendors/Third-Party Renters of University Facilities

- a. Must comply with the safe operation and rules as set forth in the Small Safety Vehicle Program.
- b. Must ensure that vendors comply with all agreements as outlined in their rental contract, particularly insurance, as it relates to small vehicles on campus property.

6.6 Operators

- a. Must complete a *Driving Safely*, *Driving Smarter* and *CSU Powered Carts* Safety online CSU Learn courses.
- b. Must complete an in-person practical exercise before getting behind the wheel of a small vehicle.
- c. Must complete the Rules for Safe Operation documentation.
- d. Must complete the online courses every 4 years.
- e. Must abide by all University rules and regulations.
- f. Must immediately report all accidents to their Supervisor and confirm that the University Police Department has been contacted.
- g. Complete a daily safety check:
 1. Windshields and windows shall be kept clear of anything that may obstruct the vision of the operator.
 2. Brakes shall be tested by the operator before driving.
 3. The accelerator pedal shall be checked prior to driving for smooth and non-binding movement (in neutral position).
 4. Lights and other signaling devices shall be inspected prior to driving.
 5. Operators must immediately report any maintenance concerns to their supervisor and the department responsible for the vehicle.
- h. Reporting Accidents
 1. Contact the University Police Department (209-667-3114) to report and investigate all accidents.
 2. Notify your supervisor about the accident and any injuries immediately.
 3. The operator at the time of the accident must complete the State of California [Form STD. 270-Vehicle Accident Report](#) (Appendix H)
 4. The operator must turn this completed form into their supervisor as soon as possible.

7.0 UNIVERSITY POLICE DEPARTMENT SHUTTLE CART PROGRAM

- 7.1** The University Police Department (UPD) Shuttle Cart Program was established to enhance campus safety and provide the following:
- Night-time rides for CSU students, faculty, and staff, primarily entering and leaving campus buildings, facilities, and parking lots.
 - Vehicles that run continuously through the core of campus, providing high visibility to deter unauthorized or illegal activity.
 - Trained operators that provide transportation, and report suspicious or illegal activities throughout campus.
- 7.2** Students applying for a position as a Shuttle Vehicle Operator shall complete an application form available at the UPD. Information provided on the application shall be reviewed and verified by the program supervisor.
- A summary background check shall be conducted on the applicant, including the following:
 - “Live Scan” fingerprinting that locates any criminal background through DOJ and the FBI.
 - “All systems” check, including a DMV review, and any outstanding local warrants.
 - Any information provided on the application found to be inaccurate or untruthful may be grounds for rejection of the applicant.
- 7.3** Shuttle Vehicle Operators must adhere to and follow all procedures within the Small Vehicle Safety Program, including:
- Having a valid California Driver’s License.
 - Registering for Defensive Driver.
- 7.4** The shuttle program supervisor shall provide written copies to the operator of the following:
- Small Vehicle Safety Program
 - University Parking & Traffic Ordinance brochure (PTO Guide)
- 7.5** Prior to solo operation of a shuttle vehicle, the program supervisor shall ride with the new operator a minimum of one complete shift, and complete all items outlined on the Vehicle Operator Training Record (Appendix G).
- This training record shall be completed and signed by the Shuttle Vehicle Program supervisor.
 - The shuttle vehicle operator shall sign this form, acknowledging completed orientation and training.
 - A copy of the completed form shall be forwarded to S&RM.
- 7.6** Supervisors shall monitor the safe driving habits of the shuttle operators, and provide training or corrections, as necessary.

8.0 TRAIN THE TRAINER PROGRAM

The following program is intended to assist trainers in training individuals on the safe operation of all small vehicles used on campus.

- Ensure that operators have completed the online *Drive Safely*, *Drive Smarter* and *CSU Powered Carts* online courses.
- Explain the purpose of the Small Vehicle Safety Program as outlined in Section 2.0.
- Provide a copy of the Small Vehicle Safety Program to the operator.

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- d. Explain that if they have any problems with their vehicle do not attempt to do the work yourself. Notify Capital Planning & Facilities Management (209-667-3211) for assistance.
- e. Use the Vehicle Operator Training Record (Appendix G) to conduct an in-person practical exercise with the new operator until they can satisfactorily operate the vehicle.
- f. The operator must sign the Rules for Safe Operation of Small Vehicles (Appendix F) and the Vehicle Operators Training Record (Appendix G) verifying they have been instructed on the above information.
- g. All signed copies of the Rules for Safe Operation of Small Vehicles (Appendix F) and the Vehicle Operators Training Record (Appendix G) should be sent to S&RM.
- h. Attend the annual Train the Trainer meeting.

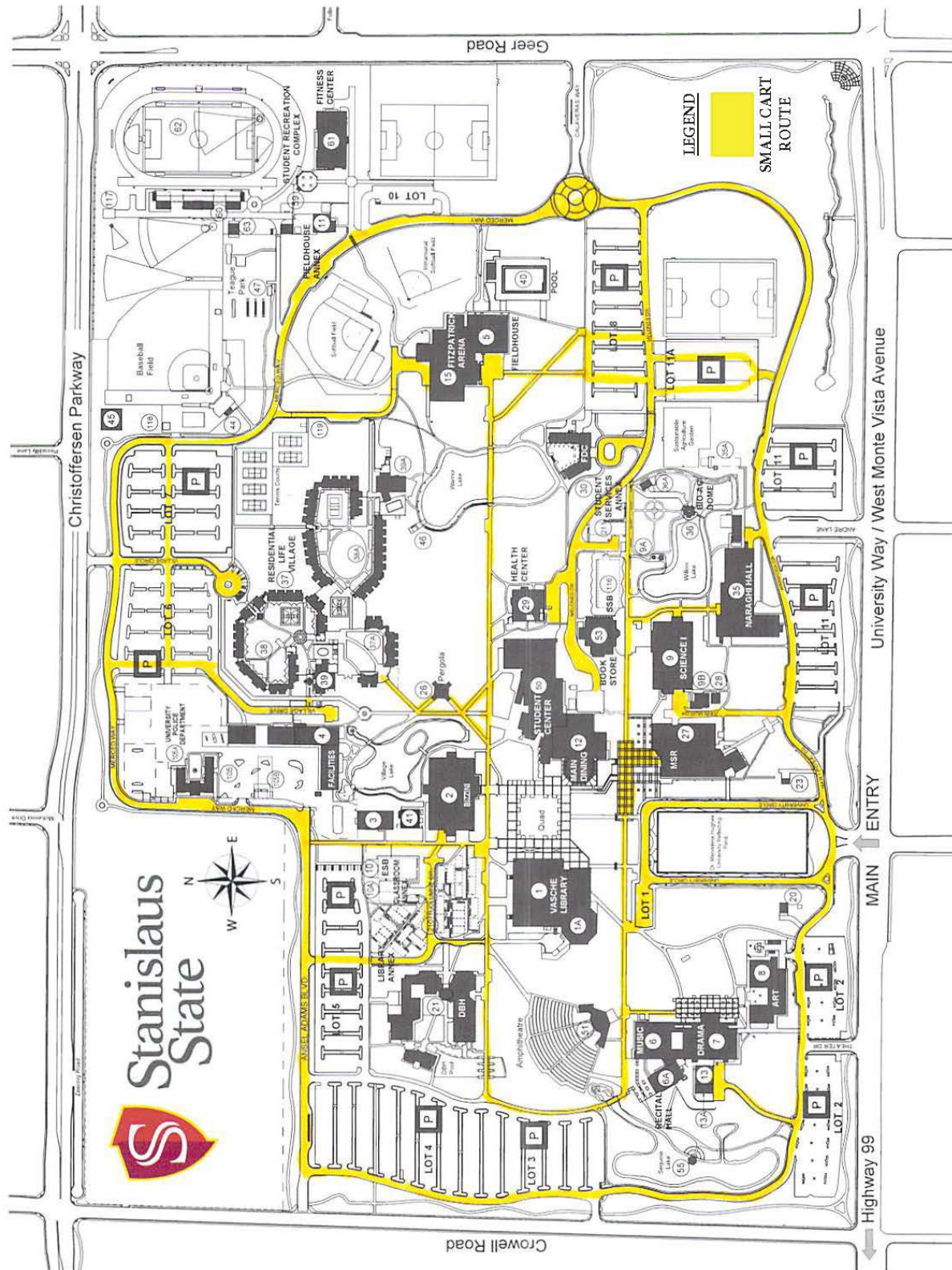
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Appendices

- Appendix A: SVS Campus Routes Map
- Appendix B: SVS Campus Restricted Routes Map
- Appendix C: SVS Campus Map Res-NonRes
- Appendix D: Shuttle Stop Locations
- Appendix E: Preventative Maintenance Schedule/Safety Inspection Worksheet
- Appendix F: Rules for Safe Operation of Small Vehicles
- Appendix G: Vehicle Operator Training Record
- Appendix H: Form STD.270-Vehicle Accident Report
- Appendix I: Form STD.274-State Driver Accident Review

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Appendix A: SVS Campus Routes Map



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Approved by Kellie Marshall

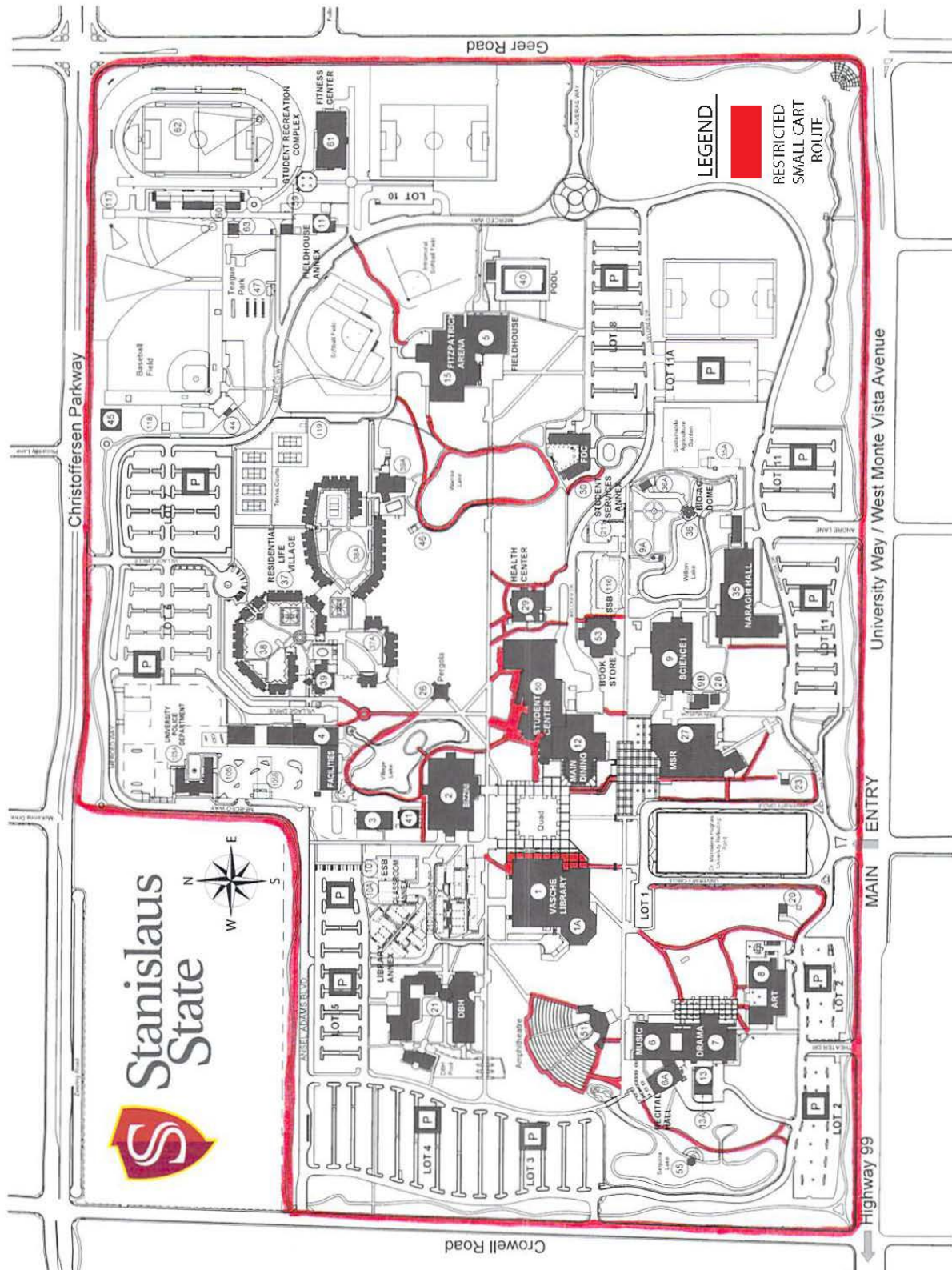
SVS Campus Routes

Date: 4/11/2022

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Appendix B: SVS Campus Restricted Routes Map



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Approved by Kellie Marshall

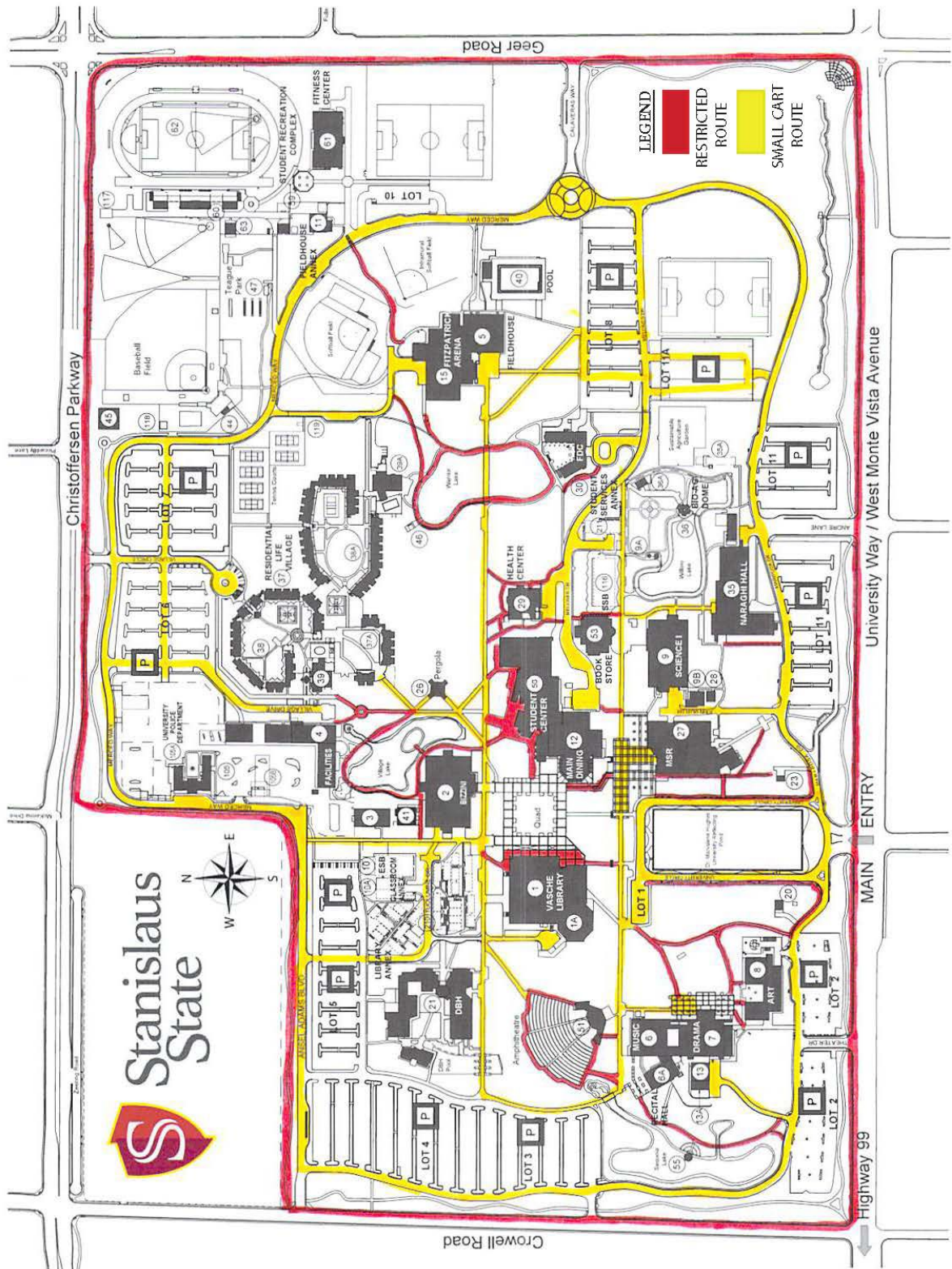
SVS Campus Restricted Routes

Date: 4/11/2022

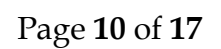
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Appendix C: SVS Campus Route Map Res-NonRes (to put in small vehicles)



Appendix D: Shuttle Stop Locations



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Appendix E: Preventative Maintenance Schedule/Safety Inspection Worksheet

ATTACHMENT F

**PREVENTATIVE MAINTENANCE SCHEDULE/
SAFETY INSPECTION WORK SHEET
OFA 35 (Revised 1/08)**

Department of General Services
Office of Fleet and Asset Management
www.ofa.dgs.ca.gov

The intent of this work sheet is to outline the standard preventative maintenance schedule recommended by the Office of Fleet and Asset Management (OFAM) and assist vendors and state garage staff when servicing state vehicles.

NOTE: Services due shall be confirmed by reviewing the Maintenance Booklet, STD 271, found in the glove compartment. Prior approval from an OFAM Inspector of Automotive Equipment is required for services/repairs exceeding \$350 (\$500 for OFAM approved vendors).

Service shall be performed as follows:

6,000 miles or 6 months normal use, or 4,000 miles severe use.*

- Change engine oil and filter
- Service battery
- Lube chassis
- Lube hinges and latches
- Check the following:
 - ☐ Lights & instrument panel
 - ☐ Heater & air conditioner
 - ☐ Seat belts
 - ☐ Windshield wipers & washers
 - ☐ Master cylinder
 - ☐ Differential
 - ☐ Steering components; check for excessive play with wheels on the floor.
 - ☐ Cooling system & antifreeze + ☐ - ☐
 - ☐ Belts & fan clutch
 - ☐ Fuel systems
 - ☐ Fluid leaks & levels
 - ☐ Transmission
 - ☐ Tires: PSI: Front ☐ Rear ☐ **
 - ☐ Suspension
 - ☐ Frame members
 - ☐ U-joints & CV joints
 - ☐ Exhaust system
 - ☐ Brakes**
 - ☐ Emission system
- Perform the following at manufacturer's recommended intervals* (If needed):
 - ☐ Replace air & fuel filters
 - ☐ Replace spark plugs
 - ☐ Service transmission
- Road test vehicle for overall performance and handling after services and repairs have been completed.
- Update Maintenance Booklet.

ALTERNATIVE FUELED VEHICLES:

Contact an Inspector of Automotive Equipment.

INVOICES:

The following information shall be included on the invoice:

- Date
- License#, year, make, model, and mileage of vehicle
- Barcode equip. # from driver's doorjamb sticker
- Owning agency name and address
- Labor (hourly or flat rate time)
- Parts and prices
- Discounts
- Driver's signature and phone #

* Reference manufacturer's manual for definition of normal and severe use.

** Contact an Inspector of Automotive Equipment if not expected to last until next service.

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Appendix F: Rules for Safe Operation of Small Vehicles



RULES FOR SAFE OPERATION OF SMALL VEHICLES

Please submit a copy of this form to Safety & Risk Management to renew Small Vehicle Safety Training

The operation of small vehicles at CSU, Stanislaus is a privilege. The following operating rules pertain to both electric and gasoline operated small vehicles.

1. Only drivers authorized by the University who have completed Defensive Driving with Safety & Risk Management, and are trained in the safe operation of small vehicles shall be permitted to operate such vehicles.
2. All new vehicle operators must receive training before they are allowed to operate a small vehicle, with records of training provided to Safety & Risk Management.
3. Stunt driving and horseplay are prohibited.
4. No passengers will be permitted on vehicles unless provided with adequate seating. No one is permitted to ride on the running boards, fenders or any part of the vehicle other than the seats.
5. It shall be unlawful for any driver of a vehicle to fail to obey any sign or signal erected or maintained by the University to regulate the flow of traffic.
6. Operators or passengers shall not jump on or off vehicles in motion.
7. Vehicles must slow down for turns.
8. Vehicles should only be driven on University streets and/or on designated routes. Other routes shall only be used with prior approval from University Police or Capital Planning and Facilities Management. Failure to follow designated routes is punishable under University Parking and Traffic Ordinances (specifically PTO#15).
9. Vehicles may not be driven outside the campus boundaries.
10. Vehicles should not exceed a speed safe for conditions. In the event a sidewalk must be used, speed should be no faster than the average pedestrian. Otherwise, vehicles shall not exceed 10 mph on all inner campus pathways, and shall not exceed 25 mph on campus perimeter roadway.
11. Operators shall be familiar with and observe all established traffic laws. Citations will be issued for violation of traffic and speed laws.
12. Materials and equipment shall be loaded so they will not cause a hazard by shifting or falling off.
13. Top heavy equipment is especially dangerous and should be secured near the center of the vehicle to avoid tipping. Be extremely careful during turning maneuvers. Vehicles are particularly subject to tipping on uneven athletic fields and curbing.
14. No vehicle and/or trailer shall be operated at night without properly working headlights and taillights.
15. Safety belts must be used when provided.
16. Vehicles can only be driven on the campus main quad (bricks) area when:
 - access to a particular facility is required by a disabled person or safety escort,
 - delivery or pickup of setup materials for a special event (i.e. displays, vendors, etc.), OR
 - as necessary for maintenance vehicles.
18. All vehicles must be driven in compliance with California Vehicle Code, all University rules and regulations and all other applicable codes.

These rules will be strictly enforced.

I, _____, have read and understand the above rules.
(Print Name)

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department: _____ Phone: _____

S&RM OFFICE USE ONLY

Defensive Driving Status: (select one)

- ☐ Completed approved Defensive Driving Course as of: _____
- ☐ Does not have current Defensive Driver Clearance.

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Appendix G: Vehicle Operator Training Record



VEHICLE OPERATOR TRAINING RECORD

Prior to allowing a new vehicle driver to operate the vehicle on their own, the driver must be instructed in the following (check all that were reviewed and indicate "N/A" if not applicable):

1. **Battery Charging**
 - A. Connection procedures demonstrated. ()
2. **Operation of Controls**
 - A. Lights, turn signals, and horn located and tested. ()
 - B. Emergency brake located and engaged. ()
 - C. Accelerator and brake pedal identified. ()
 - D. Forward-reverse switch located and its operation demonstrated. ()
3. **The following equipment and driving maneuvers should be demonstrated during the vehicle operation**
 - A. Turn Signals ()
(If not so equipped, hand signals must be used) ()
 - B. Brakes ()
 - C. Steering ()
 - D. Emergency Brake ()
 - E. Forward/Reverse Switching ()
 - F. Forward Turns ()
 - G. Reverse Turns ()
 - H. Backing ()
4. **Driving on Campus**
 - A. Drive all campus roads and/or approved routes (see attached map). ()
 - B. Locate all authorized parking areas and loading docks. ()
 - C. Speed limits observed. ()
5. **Driver received copies of**
 - A. Rules for Safe Operation of Small Vehicles form ()
 - B. Vehicle Operator Training Record (This form) ()
 - C. On Campus Small Vehicle Routes Map (Attachment A) ()

I, _____ (Print Name), have reviewed the Vehicle Operator Training Record and are proficient in all the areas listed above. I understand that it is my responsibility to drive safely and obey all traffic laws.

_____ Faculty

_____ Operator Signature _____ Date

_____ Staff

_____ Student ID# _____

Department _____

Trainer of Record _____

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Appendix H: Form STD.270 – Vehicle Accident Report

<div style="float: right; text-align: right;"> <div style="background-color: #00b0f0; color: white; padding: 2px 5px; margin: 0 5px;">Print</div> <div style="background-color: #00b0f0; color: white; padding: 2px 5px; margin: 0 5px;">Clear</div> </div>						
STATE OF CALIFORNIA - DGS ORIM VEHICLE ACCIDENT REPORT STD. 270 (REV. 2/2002c)		THIS REPORT MUST BE MAILED WITHIN 48 HOURS AFTER ACCIDENT (ACCIDENTS INVOLVING INJURY SHOULD FIRST BE CALLED OR FAXED TO ORIM AT (916) 376-5302 - CALNET 480-5302 - FAX (916) 376-5277.) * CONFIDENTIAL INFORMATION * DO NOT RELEASE TO OTHER PARTIES WITHOUT CONSENT OF THE OFFICE OF RISK AND INSURANCE MANAGEMENT				
ACCIDENT PREVIOUSLY REPORTED TO CRIM? (If Yes, give date) <input type="checkbox"/> YES <input type="checkbox"/> NO		DISTRIBUTION: OFFICE OF RISK AND INSURANCE MANAGEMENT ORIGINAL - 707 THIRD STREET, FIRST FLOOR WEST SACRAMENTO, CA 95605 COPY - STATE GARAGE (DGS pool vehicle only) COPY - DEPT. FILES (Dept. owned vehicles only) COPY - STATE DRIVER (Dept. owned vehicles only)				
STATE DRIVER	NAME		AGE	EMPLOYING DEPARTMENT	AGENCY BILLING CODE	
	DRIVER'S LICENSE NO.	ACCIDENT DATE	TIME	OFFICE ADDRESS	AGENCY DOCUMENT NO. (Optional)	
	WAS VEHICLE BEING USED ON OFFICIAL STATE BUSINESS? (If NO, attach explanation) <input type="checkbox"/> YES <input type="checkbox"/> NO			JOB TITLE	BUSINESS TELEPHONE	
	DATE DRIVER LAST COMPLETED STATE DEFENSIVE DRIVER TRAINING Month/Year <input type="checkbox"/> NOT TAKEN					
STATE VEHICLE	VEHICLE LICENSE NUMBER	VEHICLE YEAR, MAKE, MODEL		VEHICLE OWNER	DEPT. VEHICLE NO. (Optional)	
	DESCRIBE DAMAGES TO STATE VEHICLE		ESTIMATED REPAIR COST	<input type="checkbox"/> DEPARTMENT OWNED <input type="checkbox"/> DGS POOL <input type="checkbox"/> RENTAL <input type="checkbox"/> EMPLOYEE OWNED	IF DEPARTMENT OWNED OR RENTAL, ENTER OWNER'S NAME	
ACCIDENT DETAILS (See Reverse for Diagram and Description)	ACCIDENT LOCATION (Address/Area)			ROAD CONDITIONS		
				WEATHER CONDITIONS		
	(City/State)			TRAFFIC CONDITIONS		
	(County)			HOW FAST WERE YOU DRIVING?	EST. SPEED OF OTHER CAR	
	POLICE REPORT MADE <input type="checkbox"/> YES <input type="checkbox"/> NO AGENCY <input type="checkbox"/> CHP <input type="checkbox"/> OTHER			NAME AND ADDRESS OF INVESTIGATING AGENCY		
OTHER VEHICLE	DRIVER'S NAME		AGE / DOB	VEHICLE LICENSE NUMBER	VEHICLE YEAR, MAKE, MODEL	NO. OF PASSENGERS
	DRIVER'S LICENSE NO.	HOME TELEPHONE	WORK TELEPHONE	REGISTERED OWNER		
	DRIVER'S ADDRESS (Street, City, State, Zip Code)			OWNER'S ADDRESS	HOME TELEPHONE	
					WORK TELEPHONE	
	BRIEFLY DESCRIBE DAMAGES TO OTHER VEHICLE OR PROPERTY			NAME AND ADDRESS OF OTHER PARTY'S INSURANCE		
INJURED	NAME		AGE	ADDRESS	HOSPITAL	
	NAME		AGE	ADDRESS	HOSPITAL	
WITNESS	NAME		TELEPHONE	ADDRESS		
	NAME		TELEPHONE	ADDRESS		
VEHICLE PASSENGERS STATE OTHER	NAME		ADDRESS			
	NAME		ADDRESS			
	NAME		ADDRESS			
	NAME		ADDRESS			

(CONTINUE ON REVERSE)

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STATE OF CALIFORNIA - DGS ORIM

VEHICLE ACCIDENT REPORT

STD. 270 (REV. 2/2002c) (REVERSE)

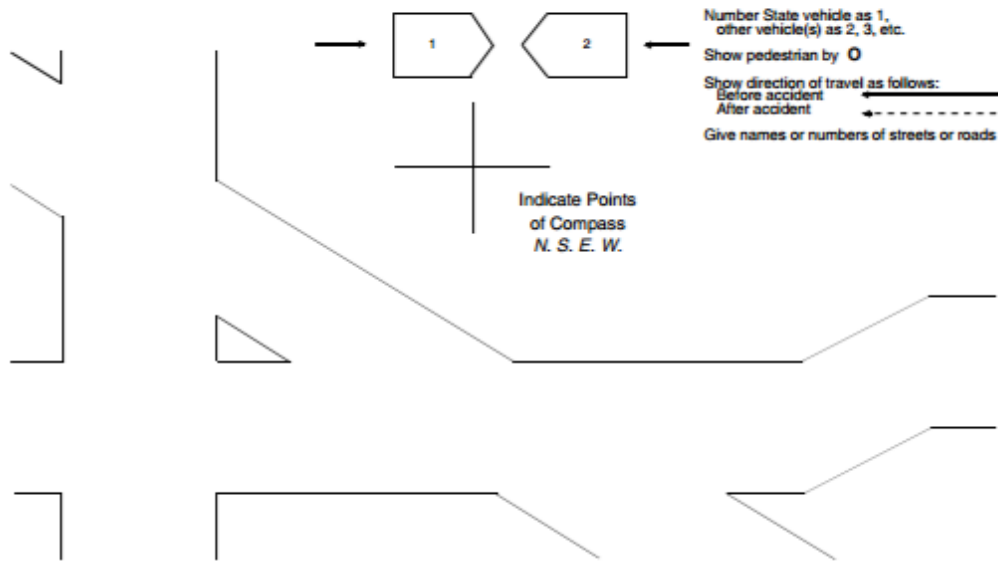
*** CONFIDENTIAL INFORMATION ***

DO NOT RELEASE TO OTHER PARTIES WITHOUT CONSENT OF THE
OFFICE OF RISK AND INSURANCE MANAGEMENT

ACCIDENT DETAILS - DESCRIPTION

FULLY STATE HOW ACCIDENT OCCURRED (Give details, attach additional sheets if necessary)

ACCIDENT DETAILS - DIAGRAM



ADDITIONAL VEHICLE PASSENGER(S)
VEHICLE PASSENGER INJURED

DRIVER'S NAME		AGE/DOB	VEHICLE LICENSE NUMBER	VEHICLE YEAR, MAKE, MODEL
DRIVER'S LICENSE NO.	HOME TELEPHONE	WORK TELEPHONE	REGISTERED OWNER	
ADDRESS (Street, City, State, Zip Code)			ADDRESS (Street, City, State, Zip Code)	HOME TELEPHONE
BRIEFLY DESCRIBE DAMAGES TO OTHER VEHICLE OR PROPERTY			WORK TELEPHONE	
NAME AND ADDRESS OF OTHER PARTY'S INSURANCE CARRIER				
NAME	AGE	ADDRESS		HOSPITAL
NAME	AGE	ADDRESS		HOSPITAL
NAME	ADDRESS			
NAME	ADDRESS			

The answers in this report contain a true and full account of the accident, and the vehicle was being operated on official business of the state at the time of the accident. (The reviewing officer is to explain any exception.) Attach extra pages as necessary.

Employee Signature and Date

Reviewing Officer Signature (Supervisor or Safety Coordinator)

Type Name and Title of Reviewing Officer

Telephone Number of Reviewing Officer

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Appendix I: Form STD.274 – State Driver Accident Review

STATE OF CALIFORNIA – GENERAL SERVICES – RISK AND INSURANCE MANAGEMENT		Print	Clear
STATE DRIVER ACCIDENT REVIEW			
STD. 274 (REV. 1/2000)			
SUPERVISOR'S REVIEW - FOR DEPARTMENTAL ACCIDENT PREVENTION		PLEASE PRINT OR TYPE	
PURPOSE:	To have supervisor investigate each driver 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 on all accidents, regardless of who was hurt, what property was damaged, or who was responsible. (SAM 2430)		
WHO:	SUPERVISOR who authorized the employee to drive on State business must prepare this report, code the type of accident, and forward it to the reviewing officer/safety coordinator within five days from the date of the accident. Attach STD. 274 to the departmental copies of STD. 270 (if applicable). If STD. 270 is not required, send a copy of STD. 274 to the Office of Risk and Insurance Management, Health and Safety Unit.		
REVIEWING OFFICER:	You are responsible for the quality (accuracy and completeness) of the supervisor's report and to initiate follow-up action.		
1. DRIVER'S NAME	2. ORGANIZATION UNIT AND DEPARTMENT	3. DATE OF ACCIDENT	
4. HOW DID ACCIDENT OCCUR?			
5. WHAT DRIVING RULES, VEHICLE LAWS OR VIOLATIONS CONTRIBUTED TO THE CAUSE OF THE ACCIDENT?			
6. SUPERVISOR'S ACTION TAKEN, OR RECOMMENDATION FOR SUPERIORS TO PUT INTO EFFECT. (SEE BACK FOR SUGGESTIONS)			
7. SIGNATURE AND TITLE OF SUPERVISOR		DATE	
8. REVIEWING OFFICER: I CONCUR <input type="checkbox"/> OR I DO NOT CONCUR <input type="checkbox"/> WITH SUPERVISOR MY EVALUATION AND ACTION TAKEN:			
9. HOW WAS THE DRIVER INFORMED OF YOUR EVALUATION AND FOLLOW-UP ACTION: VERBAL DISCUSSION <input type="checkbox"/> WRITTEN MEMO <input type="checkbox"/> VERBAL AND WRITTEN <input type="checkbox"/>		DATE	
10. SIGNATURE AND TITLE OF REVIEWER		DATE	

CALIFORNIA STATE UNIVERSITY, STANISLAUS
Small Vehicle Safety Program

<small>STATE OF CALIFORNIA - GENERAL SERVICES - RISK AND INSURANCE MANAGEMENT</small>		
STATE DRIVER ACCIDENT REVIEW <small>STD. 274 (REV. 1/2003) (REVERSE)</small>		
SOURCES OF INFORMATION INVESTIGATED BY SUPERVISOR IN ADDITION TO STD. 270 PREPARED BY DRIVER		SOME ACTION SUGGESTIONS AND RECOMMENDATIONS (EXPLAIN ON OTHER SIDE)
DID YOU ?	YES NO	
❑ QUESTION STATE DRIVER	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> DRIVER HABITS NEED TO BE OBSERVED IN TRAFFIC
❑ GO TO SCENE OF ACCIDENT	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> OUR DRIVER WAS A CONTRIBUTING FACTOR (memo to driver)
❑ CLOSELY EXAMINE SEAT BELTS AND SAFETY EQUIPMENT	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> FURTHER TRAINING BE PROVIDED (when, by whom and type)
❑ EXAMINE MECHANICAL DEFECTS	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> DEPARTMENTAL POLICY OR LOCAL RULES BE MODIFIED
❑ READ POLICE REPORT AND CITATIONS	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> DRIVER BE DISCIPLINED (special action suggested)
❑ REVIEW DL-254, ABSTRACT OF LICENSE RECORDS DEPARTMENT OF MOTOR VEHICLES	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> ASK ACCIDENT REVIEW BOARD TO ADVISE SUPERVISOR
❑ REVIEW DRIVER'S FILE -- DEPARTMENT RECORDS	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> NO FURTHER PERSONNEL ACTION BE TAKEN
❑ ASK ABOUT ANY DISTRACTIONS OR ATTENTION DIVERTERS, PRIOR TO ACCIDENT (i.e., cellphone, eating, reaching, talking)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> RECOMMEND REMOVAL FROM DRIVING STATUS
❑ CONSIDER, WAS OUR DRIVER INFLUENCED BY FATIGUE, ILLNESS, MEDICINE OR ALCOHOL? IF YES, EXPLAIN	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> DISCUSS CUMULATIVE DRIVER RECORD
<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<input type="checkbox"/> RECOMMEND NEW OR CHANGE OF TRAFFIC FLOW
		<input type="checkbox"/> CHANGE OR IMPROVE EQUIPMENT
		<input type="checkbox"/> ASK FOR EXPERT CONSULTATION
GIVE DATE OF DEFENSIVE DRIVER TRAINING		
❑ ORIENTATION - DEPARTMENT POLICIES AND RULES	DATE	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
❑ CLASSROOM DEFENSIVE DRIVER TRAINING	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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❑ BEHIND-THE-WHEEL TRAINING	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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❑ SPECIAL MOBILE EQUIPMENT TRAINING	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
SUPERVISOR - CLASSIFY FOR DEPARTMENTAL REPORTING		
TYPE OF VEHICLE ACCIDENT:		
COLLISION WITH OTHER VEHICLE	SOLO ACCIDENT	STRIKING PEDESTRIAN
<input type="checkbox"/> 1. Evasive maneuver	<input type="checkbox"/> 13. Evasive maneuver	<input type="checkbox"/> 21. In a crosswalk
<input type="checkbox"/> 2. Lost control	<input type="checkbox"/> 14. Lost control	<input type="checkbox"/> 22. Not in a crosswalk
<input type="checkbox"/> 3. Hit other vehicle in rear	<input type="checkbox"/> 15. Collided with stationary object	<input type="checkbox"/> 23. While backing
<input type="checkbox"/> 4. Hit from rear	<input type="checkbox"/> 16. Backing	
<input type="checkbox"/> 5. Proceeding straight	<input type="checkbox"/> 17. Runaway vehicle	
<input type="checkbox"/> 6. Crossed into opposing lanes	<input type="checkbox"/> 18. Lost load	
<input type="checkbox"/> 7. Changing lanes	<input type="checkbox"/> 19. Mechanical failure	
<input type="checkbox"/> 8. Making right turn	<input type="checkbox"/> 20. Struck or was struck by animal	
<input type="checkbox"/> 9. Making left turn		
<input type="checkbox"/> 10. Backing		
<input type="checkbox"/> 11. Mechanical failure		
<input type="checkbox"/> 12. Collision with bicycle		
		MISCELLANEOUS ACCIDENT
		<input type="checkbox"/> 24. Explain <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
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WAS ACCIDENT PREVENTABLE BY STATE DRIVER ?		Yes No <input type="checkbox"/> <input type="checkbox"/>