

Driver Information

For those who regularly drive on University or State business (*which is defined as being equal to or greater than once a month or equal to or greater than 12 times annually*) **they must complete a defensive driving training every four years.**

Accident – Personal Vehicle

What to do if you are in an accident in your personal vehicle:

- Ensure all passengers in vehicle not injured. Call 911 immediately with any extreme injuries.
- Driver of vehicle must complete Vehicle Accident Report. (Form STD270)
 - Call Rob immediately (916)-747-1212.
 - Turn in Vehicle Accident Report to Rob.
- Rob will submit completed Vehicle Accident Report to campus Risk Manager.

Accident – Rental Vehicle

What to do if you are in an accident in rental vehicle:

- Ensure all passengers in vehicle are not injured. Call 911 immediately with any extreme injuries.
- Driver of vehicle must complete Vehicle Accident Report. (Form STD270)
 - Call Rob immediately (916)-747-1212.
 - Call the rental company and inform them of the accident.
 - Turn in Vehicle Accident Report to Rob.
- Rob will conduct investigation and complete State Driver Accident Review. (Form STD274)
- Rob will submit completed Vehicle Accident Report and State Driver Accident Review to campus Risk Manager.