

Guidance for Submitting Vehicle Accident Reporting Forms

Vehicle Accident Information Card (STD 269)

Must be completed by the driver of a *State-owned vehicle* involved in the accident before leaving the scene and sent to riskmanagement@csusb.edu with a copy to the CSUSB Grounds and Automotive Fleet Manager within 24 hours of an accident. Blank STD 269 cards should be readily available in the glove compartment of each State (rental, owned, leased, or private vehicle).

Vehicle Accident Report Form (STD 270)

Must be completed by the driver involved in the accident and sent to riskmanagement@csusb.edu within 24 hours. If a State vehicle was involved in the accident, a copy of the form is to be sent to the CSUSB Grounds and Automotive Fleet Manager.

State Driver Accident Review Form (STD 274)

Must be completed by the supervisor of the driver involved in the accident and sent to riskmanagement@csusb.edu within 24 hours of an accident. If a State vehicle was involved in the accident, a copy of the form is to be sent to the CSUSB Grounds and Automotive Fleet Manager.

Note: If an accident results in bodily injury or significant property damage, the accident must first be reported by telephone to University Police (909) 537-7777 or 911 if an emergency.

Additional guidance on what to do after a vehicle accident can be found in this [linked brochure](#).