REVIEW OF STATE DRIVER ACCIDENT (State of California, Std. Form 274)

Supervisor’s Review - For Departmental Accident Prevention

Purpose: To have supervisor investigate each driver accident, report facts and circumstances; and initiate or recommend action to achieve accident prevention.

How: Use sources of information listed. Report on all accidents, regardless of who was hurt, what property was damaged or who was responsible. Exception, where State property is all that is damaged and repairs do not exceed $50.

Who: Supervisor who authorized employee to drive on State business must prepare report, code type of accident, and forward to the Risk Management Office within 5 days of the accident date.

1. Driver’s Name _______________________________________________

2. Organization Unit and Department _______________________________

3. Date of Accident _________________

4. How did accident occur? (supervisor’s version)

5. What driving rules, vehicle laws, or violations contributed to the cause of the accident?

6. Explain supervisor’s action taken or recommendation for superiors to put into effect (see suggestions listed below).
   - Driver habits need to be observed in traffic
   - Our driver was a contributing factor
   - Further training be provided (when, by whom and type)
   - Departmental policy or local rules be modified
   - Driver be disciplined (specify action suggested)
   - Ask accident review board to advise supervisor
   - No further personnel action be taken
   - Recommend removal from driving status
   - Discuss cumulative driver record
   - Recommend new or change of traffic flow
   - Change or improve equipment
   - Ask for expert consultation.
Additional Information:

Sources of Information Investigated by Supervisor…in addition to the Form 270 prepared by the driver, did you?

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Question State Driver</td>
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<tr>
<td>Go to Scene of Accident</td>
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<td>Closely examine seat belts and safety equipment</td>
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<td>Examine mechanical defects</td>
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<td>Read police reports and citations</td>
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<td>Talk to investigating officer</td>
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<td>Review DL-254, abstract of license records dept. of motor vehicles</td>
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<td>Ask about any distractions or attention diverters prior to accident</td>
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<td>Consider, was our driver influenced by fatigue, medicine, or alcohol?</td>
<td>Yes</td>
<td>No</td>
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If yes, explain:

If known, give date of defensive driver training for each of the following:

<table>
<thead>
<tr>
<th>Defensive Driver Training</th>
<th>Date:</th>
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<tr>
<td>Orientation – department policies and rules</td>
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<td>Classroom defensive driver training</td>
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<td>Behind-the-wheel training</td>
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<td>Special mobile equipment training</td>
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Classify the type of vehicle accident for departmental reporting purposes

Collision with Other Vehicle

- Evasive maneuver
- Lost control
- Hit other vehicle in rear
- Hit from rear
- Proceeding straight
- Crossed into opposing lane
- Changing lanes
- Making right turn
- Making left turn
- Backing
- Mechanical failure
- Collision with bicycle

Solo Accident

- Evasive maneuver
- Lost control
- Collided with stationary object
- Backing
- Runaway vehicle
- Lost load
- Mechanical failure
- Struck or was struck by animal

Striking a Pedestrian

- In a crosswalk
- Not in a crosswalk
- While backing

Miscellaneous Accident

- Explain ______________________________________________________

Was Accident Preventable by State Driver?

- Yes
- No