



# Autonomous Vehicle Industry Memo

## AVIM 2023 – 02a

### Addendum to AV Incident Reporting Email Address

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**Effective:** Immediately

#### Important Details

Please note that this Autonomous Vehicle Industry Memo serves as an addendum to AVIM 2023-02.

#### Purpose of AV Incident Email

The purpose of the AV Incident email box is to provide a centralized communication channel to inform the department of incidents, including notifications that should occur after hours. Incidents described in the memo are those that would warrant follow-up or further investigation from the department. This would include incidents that would garner interest from the media or the general public at large, in addition to any incident that the company would like the department to be aware. Examples of recent noteworthy incidents crashes, immobilization events where the manufacturer sends team members to assist the AV, unwanted public interactions, interactions with first responders, and incidents where the AV achieves a minimal risk condition, and a remote operator is called.

Please note that the purpose of this email box is to simplify and streamline communication between AV companies and the department only and not to impose additional requirements.

When submitting to the [AVIncident@dmv.ca.gov](mailto:AVIncident@dmv.ca.gov) address, please include the following information if available regarding the incident:

- a. Date, time, and location of the incident
- b. Detailed description of the incident including but not limited to injuries, fatalities, and property damage
- c. Number of passengers if any
- d. Testing or deployment permit number
- e. Vehicle Identification Number or License Plate
- f. Contact person name, phone number, and email
- g. Name of AV Manufacturer

If you have any additional questions, please send an email to [autonomousvehicles@dmv.ca.gov](mailto:autonomousvehicles@dmv.ca.gov)