

VEHICLE ACCIDENT REVIEW BOARD

1.0 PURPOSE

To review all accidents involving City vehicles or other vehicles rented or leased for the purpose of City business; using uniform guidelines to identify causes so as to prevent vehicle accidents and to assure each City employee of fair and uniform treatment

2.0 POLICY

All vehicle accidents will be reviewed by the Review Board no matter how small the damage to the vehicle or property involved.

3.0 ORGNAIZATION AFFECTED

All Departments.

4.0 DEFINITIONS

4.1 Review Board. Composed of five (5) to ten (10) City employees appointed by the City Manager, with the Safety and Risk Manager serving as ex officio. Three members must be present for a quorum.

4.2 Non-Preventable. The accident could not have been prevented by the employee.

4.3 Preventable with Mitigating Factors. An accident found preventable but with mitigating factors as determined by the Board.

4.4 Preventable. Evidence indicates accident was preventable by the employee.

4.5 Gross Negligence. Evidence indicates gross violation(s) of state law(s), carelessness, poor attitude by employee, etc., resulting in an accident.

5.0 PROCEDURES

5.1 Board meetings will be held monthly, or called by the Safety and Risk Manager and/or Chairperson as needed.

5.2 The superintendent of the employee involved should take action in accordance with this policy if there is agreement between the employee, Safety and Risk Manager, and superintendent as to preventability. A report of these actions will be forwarded to the Review Board for approval.

5.3 The Safety & Risk Manager shall furnish copies of accident reports and other information as needed and/or requested and shall keep minutes of each meeting.

- 5.4 The Board will gather and analyze the factor(s) contributing to the accident to determine preventability on the part of the City driver. Each accident will be given one of four designations and the employee may be assigned points accordingly.
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| 5.4.1 | Non-preventable | no points |
| 5.4.2 | Preventable with Mitigating Factors | 0 to 2 points |
| 5.4.3 | Preventable | 4 points |
| 5.4.4 | Gross Negligence | 8 points |
| 5.4.5 | An additional six (6) points will be assigned to any driver who fails to report an accident to his/her supervisor and/or the Police Department. | |
- 5.5 The Board will report to the City Manager, Department Head, and Driver its findings, concerning causes and preventability or any information of benefit to prevent future accidents.
- 5.6 A uniform disciplinary procedure will be used for the accumulation of driving points. This procedure will be based on a 24-month accumulation record.
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| 5.6.1 | 0 to 2 points | oral warning |
| 5.6.2 | 4 points | written correction notice |
| 5.6.3 | 8 points | *automatic suspension for 1 to 3 days |
| 5.6.4 | 12 points | *automatic suspension for 3 to 5 days, or any other disciplinary action as may be appropriate up to and including dismissal. |
- Number of days suspension and other disciplinary actions should be determined by amount of monetary loss, bodily injury, etc., or potential for such, that is involved.
- 5.7 Any employee who becomes subject to disciplinary action from the findings of the Board has the opportunity to appeal that decision at the next scheduled meeting of the Board. Requests for appeal should be forwarded in writing to the Safety & Risk Manager within seven (7) calendar days of receipt of the Board's determination. Any disciplinary action related to a decision of the Board should be delayed until after the appeal should the employee choose to exercise this option.
- 5.8 Department Heads should take disciplinary action in accordance with this policy and other applicable policies.
- 5.9 The Safety & Health Office will ensure compliance with Item 5.8.