



Vehicle Review Policy (Renamed: Vehicle Review Committee)

Accident Investigation, Review and Reporting

Vehicle Accident Accountability Review Board Policy

Vehicle Accident Report

Vehicle Accident Review API 45

City of Sacramento Risk Management Procedure

Accident Investigation, Review and Reporting 12/09

To assure that vehicle accidents are investigated and reviewed in a timely manner, so that disciplinary action can be determined and accurate reports prepared, the following minimum standards shall be followed city wide.

INVESTIGATION

- When a driver reports an accident from the field, their supervisor shall report to the scene and follow the Supervisor's Vehicle Accident Scene Guidelines (API 45, Attachment A).
- The Sacramento Police Department or law enforcement agency with jurisdiction (e.g., Sheriff's Department or CHP) will be notified, unless the accident involves only minor damage to another City vehicle or other City property. The supervisor and driver will wait up to an hour for law enforcement to arrive at the scene.
- The supervisor should interview the driver and any witnesses and take thorough notes of the facts (who, what, when, where, why and how).
- The supervisor should take photographs of damage to all property and obtain a police department or CHP accident report number if applicable.

REPORTING

- Each department will designate at least one staff member to coordinate collection of accident reports and schedule review by the safety committee and one manager to provide disciplinary outcomes to Risk Management.
- City drivers will prepare a Driver's Report of Accident (Blue Border Form) and submit that form and any supporting facts to their supervisor within 48 hours of the accident.
- The supervisor has 96 hours, from the date of the accident, to provide statement of facts, photos and the completed Blue Border Form to the department's report coordinator.

- The department report coordinator will send the completed Blue Border Report and documentation of the investigation to the Environmental Health and Safety (EH&S) Specialist and the Human Resources, Risk Management Division within 10 days of the accident. Reports may be scanned and sent by e-mail.

ACCIDENT REVIEW

- EH&S Specialists will coordinate with Risk Management support staff to track vehicle accidents and work with department report coordinators to assure that all accidents are reviewed by a safety committee within 60 days. If a department or division with low accident frequency only convenes a Safety Committee quarterly, accidents will be reviewed within 90 days of occurrence.
- At the end of each month, Risk Management support staff will distribute an accident review status report to EH&S staff. The Loss Prevention Manager will notify the department representatives to the City Manager's Vehicle Accident Review Board of any vehicle accidents that are over due for review by their departments.
- Three weeks prior to each meeting of the City Manager's Vehicle Accident Review Board, EH&S Specialists will verify that the disposition of all vehicle accidents and status of disciplinary actions are properly identified and submitted to Risk Management support staff for the quarterly report. EH&S Specialists will notify department management representatives of the need to provide missing information within one week.
- Two weeks in advance of scheduled meetings, the Loss Prevention Manager will notify each department representative to City Manager's Vehicle Accident Review Board if accident dispositions or status of disciplinary actions are still missing for their department.
- Quarterly vehicle accident reports will be finalized three days prior to meetings of the City Manager's Vehicle Accident Review Board and distributed electronically in advance of the meeting.

Approved by:



Geri Hamby, Director of Human Resources
January 4, 2010

Existing Network of Department Contacts

Department / Division	Management Contact	Report Coordinator
Fire	Jay Bowdler	John Danciar
General Services		
Animal Care	Danny Torres	Lizette Rojas
Fleet	Rowie Sizemore	Lizette Rojas
Fleet	Jonathon Yee	Lizette Rojas
Facilities Maintenance	Cynthia Kranc	Lizette Rojas
Parks & Recreation		
Parks	Greg Narramore	None
Recreation	Eddie Saenz	None
Recreation	Kyle Rapheal	None
Police	S. Quinn / M. Gardner	Betty Allison
Transportation		
Parking	Dean Fujimoto	Debra Waltman
Streets	Juan Montanez	None
Traffic	Hector Barron	None
Engineering	Nicholas Theocharides	None
Urban Forest	Todd Martin	None
Utilities		
Plant Services	Dave Phillips	Pat Warren
Plant Services	Pete Millino	Pat Warren
Plant Services	Mark Laurenzi	Pat Warren
Field Services	Craig Robinson	Carol Stewart
Field Services	Rob Jack	Leigh Gulley
Field Services	Doug Henry	Elaine Cihler
Solid Waste	Tyler Stratton	Karen Campbell
Contacts for all other City departments will be verified with department heads.		

CITY OF SACRAMENTO

ADMINISTRATIVE POLICY INSTRUCTIONS

TOPIC: City Manager Vehicle Accident Accountability Review Board Policy Effective Date: 9-08-03

FROM: Human Resources Department Risk Management Division Supersedes: New

TO: Department Directors/Division Managers Section: API # 42



 Terrence L. Woods
 Director of Human Resources

APPROVED:



 Robert P. Thomas
 City Manager

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CITY MANAGER VEHICLE ACCIDENT ACCOUNTABILITY REVIEW BOARD POLICY

1. PREAMBLE

1.1 The City of Sacramento has challenged itself to be the lead public agency in risk management and loss control programs by striving to eliminate workplace injuries, illnesses, property losses and claims.

2. SCOPE AND PURPOSE

2.1 The policy applies to all Departments, Divisions, employees and other individuals allowed to permissively operate City vehicles in the course and scope of their employment. It also applies to individuals operating their personal vehicles while performing City business.

2.2 The City Manager Vehicle Accident Accountability Review Board has been created to ensure implementation of consistent loss control policies and to review application of such policies across the City. Motor vehicle accidents continue to be a significant leader in losses to the City, its employees and the public.

3. MEMBERS

3.1 The Vehicle Accident Accountability Review Board will be chaired by a Deputy City Manager and comprised of the following additional members:

Chief of Police
Fire Chief
Director of Public Works
Director of Utilities
Director of Parks & Recreation

Staff from the Human Resources Risk Management Division will be assigned to support the Review Board.

4. FUNCTIONS

4.1 The Review Board oversees, and holds departmental managers accountable for, implementation of operating policies, training, reporting, investigating, and taking corrective actions, as required under the City's loss control programs and consistent with the City's Injury and Illness Prevention Program.

- 4.2 The Review Board encourages greater awareness among departmental managers through regularly scheduled review of accident reports, loss trends, and program activity related to automobile liability and safety.

5. **PROCESS**

- 5.1 The Review Board will convene quarterly, on a date set by the chairperson in consultation with the other members.
- 5.2 Prior to meeting, Board members will receive a packet of information, current through the preceding quarter, containing the following information.
- The findings of operating department level safety committees relevant to their review of motor vehicle accidents
 - Auto Liability loss runs, highlighting claims in excess of \$25,000
 - Risk Management reports listing the number of motor vehicle accidents reported, noting timeliness of reporting
 - Corrective measures taken in each chargeable incident involving a motor vehicle accident or policy violation
 - Special reports or loss runs requested by Board Members prior to the meeting
- 5.3 Written communications should be limited to those between Board Members and the City Attorney's Office staff. These communications should be marked "Confidential Attorney-Client Privileged and Work Product Materials". Written communications that are not addressed to the City Attorney's Office may not be privileged.
- 5.4 Following Review Board meetings, risk management staff shall prepare a report summarizing the information reviewed. Outstanding performance on the part of individual departments and divisions will be recognized as well as recommendations for corrective measures. This report shall be directed to the City Attorney's Office for legal review and advice prior to distribution to the Board Members and Department Directors.



CITY OF SACRAMENTO VEHICLE ACCIDENT REPORT

CLAIM NO.

COMPLETION OF THIS FORM IS REQUIRED WHENEVER CITY VEHICULAR EQUIPMENT IS INVOLVED IN AN ACCIDENT THAT CAUSES DAMAGE TO ANY PROPERTY.

- IMPORTANT!**
1. Call Police at 732-0100 if there has been an accident with injuries.
 2. Keep calm.
 3. Do not argue at scene of accident. Be courteous. Show your license willingly.
 4. Secure the necessary information required for completion of this form.
 5. Secure the names of possible witnesses or the license number of vehicles you think may have witnessed the accident.
 6. Carefully examine damage. Take photographs if possible.
 7. Do not talk to anyone about accident, except: your Supervisor, the Police, or City's Adjuster.
 8. Complete Driver's Report of Accident and distribute as required (below) within 24 hours.
 9. Take vehicle for inspection to Fleet Management Body Shop within 24 hours.

NOTE! In case of serious injuries or extensive property damage immediately call the City's Safety Officer at 808-5278. (After hours call Sacramento City 311 at 264-5011.)

Equip.No.	Employee's Name (Print)	Employee ID	Dept ID	Employee's DOB	Years of City Service
Date and Time of Accident	Location of Accident	Use of Vehicle	Time Police Notified	Police Report No. <div style="text-align: right;">None</div>	
Other Party's Home Phone	Insurance company	Policy No.	Agent		

City Vehicle	Year	Make	Model	License No.	Damages <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major
Describe					
Other Vehicle	Year	Make	License No. & State	Driver's Name, Address, and Operator's License No.	
Phone					
Damage to Property of Others	Owner's Name and Address			Describe Property Damage:	
	Damages <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Major				
Weather:	Visibility	Pavement <input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Other			
	Describe:				
Witness(s)	Name, Address and Phone No.				
	Name, Address and Phone No.				
	Name, Address and Phone No.				
Injury to Person(s)	Name and Address	Age	Phone No	Occupation	Injury
	Name and Address	Age	Phone No	Occupation	Injury
	Name and Address	Age	Phone No	Occupation	Injury

COMPLETE DESCRIPTION OF ACCIDENT ON BACK SIDE OF FORM

Distribution:

- Original and 1 Copy to Risk Mgmt.
- 1 Copy to Fleet Mgmt.
- 1 Copy Retained by Dept./Div.
- 1 Copy to Safety Offices

	Signature of Driver	Date	Phone No.
	Signature of Supervisor	Date	Phone No.

CITY OF SACRAMENTO

ADMINISTRATIVE POLICY INSTRUCTIONS

TOPIC: Vehicle Accident Review Effective Date: 3-15-05
FROM: Human Resources Department Risk Management Division Supersedes: New
TO: Department Directors/Division Managers Section: API# 45

TERRENCE L. WOODS
Director of Human Resources

APPROVED: ROBERT P. THOMAS
City Manager

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Scope

This policy applies to all City employees allowed to operate City vehicles, including motorized equipment, in the course and scope of their employment. It also applies to City employees operating privately owned vehicles while conducting City business.

Objective

This policy establishes procedures for use by departmental managers, supervisors and committees in reviewing motor vehicle accidents as required by the City Manager's Vehicle Accountability Review Board Policy, API # 42.

Definitions

Accident - an unintended event involving a vehicle that produces damage or injury.

Accident Review or Safety Committee - a departmental committee staffed by members of management and labor representatives. The department head will appoint management staff and consult with represented employee organizations prior to appointing City staff to represent their membership.

Chargeable accident - a vehicle accident in which the City employee is determined to be most at fault due to violations of U. S. Department of Transportation regulations, the California Vehicle Code, City of Sacramento policies, driver training protocols or department specific policies. In addition to drivers, passengers or crew members may be determined to be chargeable due to acts or omissions that contribute to a vehicle accident such as, but not limited to, unsafe spotting during backing.

A chargeable accident which results only in property damage to City equipment with a loss valued at less than \$750, based upon an estimate provided by Fleet Management, will be excluded from vehicle accident frequency calculations.

Non-accident - authorized acts such as Police pursuit intervention tactics (PIT), correct deployment of a vehicle at an emergency scene that results in damage, or damage not associated with operation of the vehicle such as that caused by vandalism, theft or acts of nature.

Non-chargeable accident - a vehicle accident in which the City employee is not determined to be the party most at fault.

Spotter - any person responsible for providing guidance or direction to the driver of a vehicle during backing or maneuvering operations.

Vehicle - any piece of City property used to conduct City business including private and rental vehicles used as well as all types of motorized equipment.

Procedures

Reporting

All vehicle accidents, involving City equipment or private vehicles used to conduct City business, must be immediately reported to the law enforcement agency having jurisdiction and the employee's supervisor in accordance with the procedures established in the City Employee's Transportation Policy and Procedures, Administrative Policy Instruction #29.

- The driver must complete a Driver's Report of Accident form (RM 2, blue border) and distribute copies as instructed on the form within 24 hours for all vehicle accidents.
- If there are employee injuries, the supervisor must complete a Report of Industrial Injury (WC001) and send it to the Human Resources, Worker's Compensation Division.
- Use the Incident / Loss Report (RM 3, red border form, section II) to report non-accidental property damage to vehicles.

Investigation

Supervisors are responsible for responding to the scene of accidents involving their staff and conducting timely investigations to document the circumstances of accidents when it is reasonable and appropriate to do so. Attachment A provides a check list for use by supervisors at accident scenes. An employee involved in an accident must notify his/her supervisor of all factual evidence.

Review

Departmental Accident Review or Safety Committees will evaluate every vehicle accident report and develop a recommendation whether the City employee is the party most at fault. All available information will be considered when reviewing accidents including the police report, driver's report of accident form, supervisor's investigation report, witness statements, employee interviews, lab reports, expert witness analysis or any other source that may provide information about the accident.

When an accident under review involves a member of the Safety Committee, that member will be excused from review of that particular accident. If the Safety Committee cannot arrive at a majority decision whether an accident is chargeable, the case will be referred to the department head for a final decision.

Accountability

When a vehicle accident is chargeable to a City employee, the employee's previous driving history will be forwarded to the department head by Safety Office staff. An employee determined to be the party most at fault for an accident will be subject to appropriate discipline up to and including termination.

All disciplinary action shall be initiated by the manager and coordinated through Labor Relations in accordance with Civil Service Board Rules and labor agreements and concluded as quickly as possible following a chargeable accident or incident.

Management Oversight

Accident Review or Safety Committees will forward their findings and recommendations to the department head or management designee following each meeting in which vehicle accidents are reviewed. The department head or designated manager will make the final determination of employee chargeability.

The City Manager's Accident Accountability Review Board will assure that appropriate policies and procedures are developed to facilitate consistent implementation of safety and loss control practices City wide.

Supervisor's Vehicle Accident Scene Guidelines

1. If any employees have been injured, inquire if the employee wants you to notify their family. Follow department policy regarding family notifications.
2. Notify Risk Management (808-5278) immediately if an employee has been transported to the hospital. After business hours notify the City Operator and ask for Safety staff to call you back.
3. Work with Safety staff to determine if Department of Transportation (DOT) substance abuse testing is required for a commercial driver. DOT testing is required: 1) if a fatality results from the accident; 2) if the City driver is cited or determined to be most at fault by law enforcement and anyone is transported for medical care; or 3) if the City driver is cited or determined most at fault by law enforcement and a vehicle is towed away from the scene.

If required, transport the employee to the medical clinic for substance abuse testing after they have given their statement to the Police. Testing must be conducted no more than two hours after the time of the accident.

4. If DOT testing is not required, evaluate the employee regarding reasonable suspicion for substance abuse. If there appears to be reasonable suspicion, work with Safety and Labor Relations(808-5424) staff to arrange for medical evaluation and testing if the suspicion is confirmed by a physician.
5. After a serious accident, make arrangements for the employee(s) involved to get a ride back to the office or shop. Do not put them back behind the wheel right away. Consider if they should be granted leave or given an alternative work assignment for the remainder of the day.
6. Offer EAP services if situation warrants. Safety staff can arrange group and individual post trauma debriefing services through the EAP.
7. Talk to the investigators on scene to gain an understanding of the circumstances of the accident and follow-up with any loss control actions needed for prevention of similar accidents in the future.
8. File the worker's compensation (808-5741) reports if there were any employee injuries. It may be necessary to go to the hospital or employee's home in order to meet State time requirements for workers' compensation reporting and provision of claim forms.
9. File a blue border vehicle accident report with Risk Management.

Vehicle Accident Follow-Up Procedure

This procedure establishes guidelines for management action following employee vehicle accidents City wide.

1. Safety or accident review committee recommendations will be referred to the department head or designated manager who will make the determination of employee accident chargeability.
2. For each chargeable accident, the department head or designee will review the facts. Decisions regarding discipline will be based upon the nature of the accident, employee accident history, employee training history, the degree of employee negligence / lack of judgment, severity of the accident and other relevant factors.
3. At a minimum, documented counseling or other documentation of corrective action is required for all chargeable accidents even if training is the recommended course of remediation. A template for documentation of a verbal warning is attached.

SAMPLE GUIDELINE FOR DOCUMENTATION
OF VERBAL WARNING

Date

MEMO TO: Supervisor's File

FROM: (Supervisor's Name)

SUBJECT: Documented Counseling to (Employee's Name)

Body of Memo:

- a) State the time and date of accident.
- b) Describe the accident in sufficient detail to allow for ready interpretation by other concerned parties. Be specific.
- c) Describe what remedy was requested of the employee to effect proper and correct performance in the future. State the date the employee received verbal warning.

(Note: The employee does not have to sign this memo.)