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# VEHICLE ACCIDENT REPORTING PROCESS (SAF-P001)

DCSS – Safety Services

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## 1.0 SCOPE:

- 1.1 This procedure applies to any individual(s) involved in an accident while operating or riding in a DCSS vehicle.

The online version of this document is official. All printed versions are uncontrolled copies.

## 2.0 RESPONSIBILITY:

- 2.1 Director of Safety

## 3.0 APPROVAL AUTHORITY:

- 3.1 Director of Safety

## 4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System
- 4.2 EMS – Emergency Medical Service(s)
- 4.3 V.A.R.C. – Vehicle Accident Review Committee

## 5.0 PROCEDURE:

- 5.1 In the event an accident occurs that involves Dougherty County School System Vehicles, the driver must cease driving immediately and contact the Transportation Department, immediate Supervisor and Director of Safety. The contact may be made using the radio system, if the vehicle is a bus.
  - 5.1.1 The Transportation Department should be notified because they are responsible for repairs, towing and notifying the Benefits office. Transportation will also notify the Drug and Alcohol Coordinator.
  - 5.1.2 The Director of Safety should be notified because he/she is responsible for investigating all accidents and injuries and making sure photos are taken on the scene.
- 5.2 The Transportation Department will immediately ask if any injuries are involved. If so, the dispatcher is notified to send EMS along with police. DCSS Campus Police may also be involved at the discretion of the Transportation Department.
- 5.3 Appropriate personnel from the Transportation Department and the Director of Safety will travel to the scene of the accident to assess the situation.
- 5.4 If the vehicle involved in the accident is a bus, the Transportation Department will require that the driver be sent to the hospital, if not already there, to have a drug and alcohol test.
  - 5.4.1 A test must always be conducted on a driver when an accident involving a commercial motor vehicle results in a fatality. The driver does not need to be cited for a moving traffic violation nor does the driver need to be deemed at fault.
  - 5.4.2 A test must be conducted if the driver receives a citation for a moving traffic violation and one or more of the vehicles involved in the accident are towed from the scene.

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- 5.4.3 The driver receives a citation for a moving traffic violation and one or more persons involved in the accident immediately receives medical treatment away from the scene of the accident.
- 5.5 The reports from these tests will be sent to the Director of Safety and the Drug and Alcohol Coordinator and be used as information during the Vehicle Accident Review Committee meeting.
- 5.6 The Transportation Department will facilitate the exchange, if necessary, of insurance information and generate the Accident Report form. In addition, pictures of the damages to the involved vehicle(s) are taken from all angles for use in the investigation.
- 5.7 Once back at the office, the Director of Safety, with the help of the Transportation Department will complete and obtain all necessary reports from the hospital, police departments, and other places, as necessary and/or applicable.
- 5.8 A Vehicle Accident Review Committee meeting is scheduled and all required attendees are notified of the date and time. The driver under review may bring along with them, witnesses that work in their department, or were at the scene, to speak on the driver's behalf.
- 5.9 The VARC is conducted by first introducing the driver and summary of the situation. The driver is given the opportunity to make statements along with the drivers' witness(es), if applicable.
- 5.10 Once the driver is completed, the committee may choose to ask questions of the driver and discussions will take place until all questions and answers have been exhausted.
- 5.11 The driver is then excused so that the committee members may discuss the results of the review. Once discussion is completed, the VARC members will complete the necessary paperwork, voting on the recommendation of the disposition of the accident.
- 5.12 The information is tallied and combined into a recommendation letter that is sent to the driver and to appropriate DCSS management.
- 5.12.1 If management does not approve the recommendation, or requests any changes, the Director of Safety is notified. The Director will call for the VARC to assemble to review the accident with the driver and management.
- 5.13 If the driver does not agree with the recommendation, they have the right to appeal the VARC/management decisions. In this event, the process will start beginning with the VARC committee being assembled.
- 5.14 Actions are then taken based on the recommendation and the documentation of the accident is filed.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 BEN-F002, Vehicle Accident Information Form
- 6.2 SAF-F002, Fleet Accident Review Report
- 6.3 Vehicle Accident Review Committee reports
- 6.4 Police Reports

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6.5 Pictures of the Accident

### 7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Combined file of documents described in section 6.0	Hard copy and/or electronic in the Transportation Department	Minimum period of 7 years	<<<TBD>>>	Discard as desired

### 8.0 REVISION HISTORY:

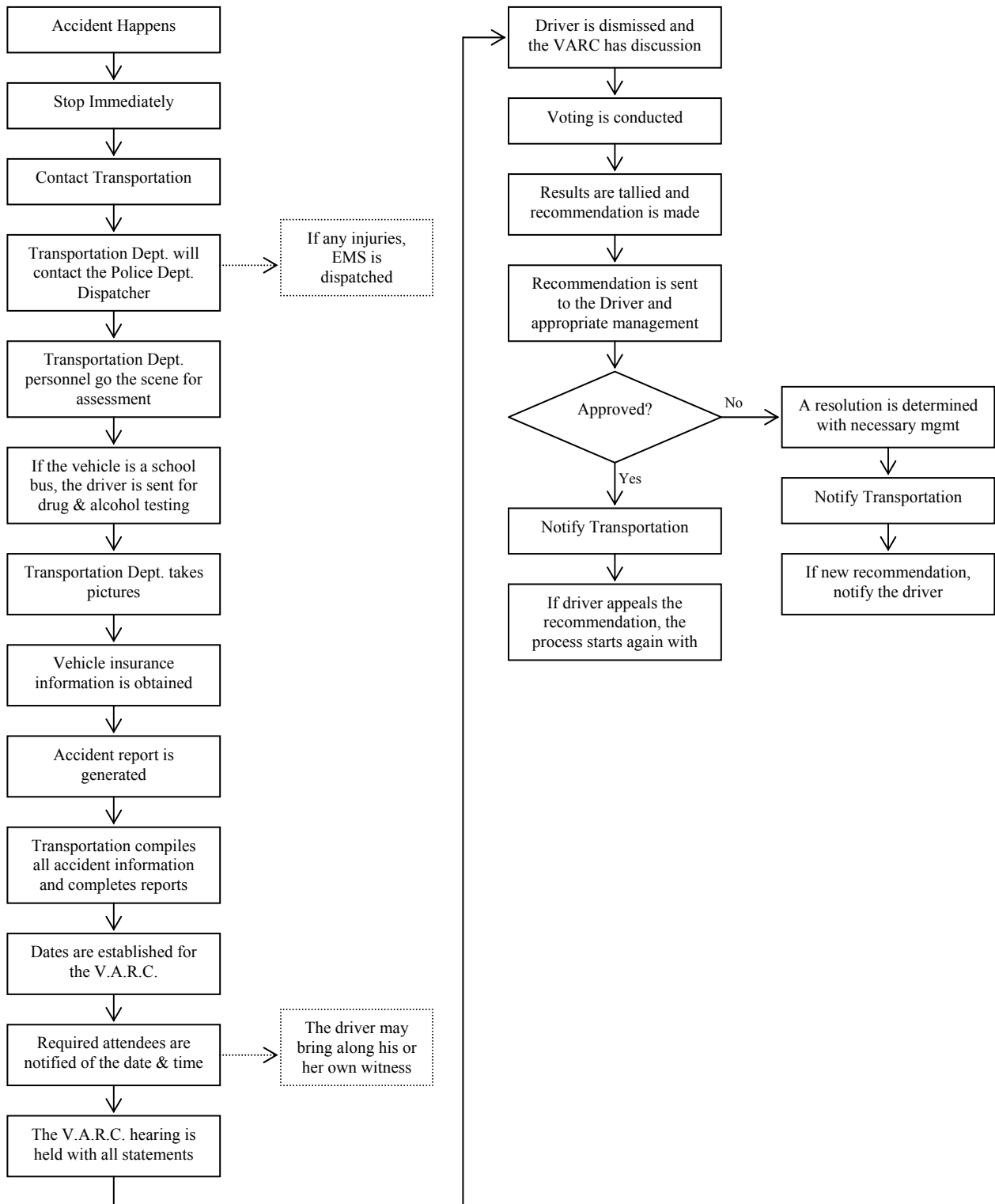
Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
30-Sep-03	B	Changes in Sections 5.1, 5.3, 5.5, 5.7, 5.12.1, 6.1 and 6.2. Added Sections 5.1.1 and 5.1.2.

**\*\*\* Flow chart begins on next page \*\*\***

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## Exhibit "A" – Process Flowchart:



\*\*\* End of Procedure \*\*\*