

ACCIDENT REVIEW BOARD	<p>The purpose of the accident review board (ARB) is to assist the administration in fair and uniform application of disciplinary procedures to drivers involved in a vehicle accident and/or related incidents, with the overall objective of reducing or eliminating repeated actions by drivers.</p> <p>Should the accident result in no damage to property and/or no bodily injury, the accident will be reported on an accident report form; however, it will be handled by the Transportation Supervisor and may or may not be referred to the ARB. The supervisor may refer a driver to the ARB for repeated non-damage accidents.</p> <p>The ARB will review all accidents reported on an accident report form to determine the cause of the accident and the level of compliance with District policies and procedures. Based on a vote of a quorum of voting ARB members, a recommendation will be made to the administration on all accidents reviewed. Upon receiving approval of the Director of Transportation, the supervisor of the staff member will implement any employment-related recommendation.</p> <p>An accident is defined as any kind of unplanned event involving a District vehicle that results in vehicle damage, bodily injury, and/or equipment damage, excluding vandalism or acts of nature.</p>
COMPOSITION OF THE ARB	<p>The ARB will be appointed annually by the Director of Transportation and will consist of a chairman, two drivers from the Transportation Department, a driver trainer, a police officer, another driver of a District vehicle, a risk manager, and a driver supervisor.</p>
RESPONSIBILITIES OF THE CHAIRPERSON	<p>The chairperson will convene the ARB to review the accidents. The chairperson will conduct the meetings and vote on disciplinary action. In the event of the absence of the chairperson, a designee will be appointed by the Transportation Director.</p>
RESPONSIBILITIES OF THE BOARD	<p>The ARB will meet at the call of the chairman to review all accidents and/or related incidents reported to the ARB. The Accident Guideline Code will be used as a guide to determine the action to be recommended.</p>
ACCIDENT GUIDELINE CODE	<p>The Accident Guideline Code is based on the principle of progressive disciplinary action. The code is to be utilized by members of the ARB as a guide to ensure that all disciplinary matters are dispensed in a uniform and fair manner. The code neither limits the review board in its recommendation nor precludes the administration from disciplining staff members for misconduct.</p> <p>The recommendation for disciplinary action should be based on the following considerations:</p>

BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT  
TRAFFIC AND PARKING CONTROLS

CLC  
(REGULATION)

1. How severe was the accident?
2. District driving record within past ten years unless a trend is evident.
3. The driver's DPS record, if relevant.
4. How long has the driver been employed?
5. Was the driver familiar with equipment?
6. Was the driver familiar with route?
7. Did the driver knowingly ignore policy, procedure, or state law?
8. Was the accident preventable?
9. Would additional training prevent a similar occurrence?
10. Will application of the disciplinary measure obtain a positive change in driving behavior?

No guideline could possibly cover all facts; therefore, each member of the ARB must exercise reasonable judgment of the proper mature behavior and driving skills that should be exhibited by any District staff member who drives District vehicles.

CATEGORIES OF  
ACCIDENTS

There are two categories of accidents:

1. Driver not at fault: accidents in which driver was not the cause of the accident and appropriate caution was exercised. No disciplinary action.
2. Driver at fault: accidents in which driver was at fault or where appropriate caution was not exercised.

NOTIFICATION TO  
DRIVER

The driver is to be provided written notification at least five working days prior to the meeting. The driver will be informed that a recommendation will be made to the administration and that it is in the individual's best interest to appear before the ARB.

In the event of a serious accident in which people were injured, major damage occurred, or there is the potential that a driver will be terminated, an emergency meeting of the ARB may be called.