

VEHICLE ACCIDENT REPORT

Business office Use Only
Received _____
Ins. Copy mailed _____
Closed _____
Date _____

Date of Accident A.M. P.M.

Street or Highway

City County

Did a Law Enforcement Officer investigate at scene or accident? YES NO

Name of Investigating Officer Department

Was a traffic violation summons issued? YES NO

Issued to: Violation:

Issued to: Violation:

Describe what happened- Explain what caused accident:

1. VEHICLE EMPLOYEE WAS DRIVING

Driver

Complete Address

Telephone

Make of Vehicle Model Year License Plate #

Approximate Damage \$

2. VEHICLE OTHER PERSON WAS DRIVING

Driver

Complete Address

Telephone

Make of Vehicle Model Year

Approximate Damage \$

Supervisor's Signature _____

Director's Signature _____

Westminster Public Schools At – Fault Vehicle Accident Procedure

This procedure applies to all employee drivers of Westminster Public Schools owned vehicles. It is intended to provide fair and equitably applied consequences to drivers involved in an accident in which the driver is considered “at fault,” while driving a School District owned vehicle.

1.0 When a Vehicle Accident Occurs

- 1.1 Driver reports accident immediately to Transportation office and immediate supervisor.
- 1.2 Supervisor, or designee, must respond to accident scene to investigate accident.
- 1.3 Supervisor must, within one working day of the accident, write an accident summary, detailing results of their investigation.
- 1.4 Driver must immediately file all necessary accident reports with the Auxiliary Services office, including, but not limited to, the District vehicle accident report, State accident report, and the CDE accident report.
- 1.5 The supervisor will determine whether the driver is “at fault,” and whether the accident should be remanded to the committee for review, or whether there are circumstances that lessen or eliminate the employees responsibility.
- 1.6 If the supervisor determines circumstances that lessen or eliminate the employees responsibility for the accident exist, the supervisor will discuss those circumstances with the Director of Operations & Maintenance.
- 1.7 If the Director or the driver does not concur with the supervisor’s assessment of circumstances, the accident will be submitted to the committee for review.
- 1.8 When it is determined that circumstances that lessen or eliminate the employee’s responsibility, the Director will inform the committee chairperson.

2.0 Accident Review Committee

- 2.1 The committee will include three (3) Transportation Department employees, and one employee representative each from the Maintenance, Grounds, & Warehouse Departments.
- 2.2 Each employee group will elect its representative(s) and one alternate. If no employee(s) from an employee group wants to serve on the committee, one will be appointed to do so by that group’s administrator. The alternate will serve only if a group’s representative is on vacation, or another extended absence, that will prevent the committee from meeting in a timely fashion.
- 2.3 The committee will elect a chairperson to lead meetings and to be the communicator for the committee.
- 2.4 The Transportation Manager will attend each accident review meeting to act as an administrative liaison, and to provide needed information to the committee regarding law and standard practices.
- 2.5 Committee members are requested to make at least a one-(1) year commitment to serving on the committee.
- 2.6 If a committee member chooses to resign from the committee during their term, the appropriate department’s administrator will seek a replacement.
- 2.7 If no replacement can be found, the committee will decide whether to continue without a representative, or whether to appoint the administrator of that department to serve the remainder of the term.
- 2.8 If the employee make-up of the committee does not meet the standards described in 2.1, the previous year’s committee will determine new standards, and revise this procedure to reflect the changes.

3.0 Committee Review Process

- 3.1 When an accident is remanded to the committee for review, the committee will review all written reports and interview the driver. This review will include the driver's assessment of whether or not they were at fault for the accident. The committee may elect to discuss the accident summary with the supervisor who wrote it, for clarification, if they feel it necessary.
- 3.2 The committee will determine, based upon their investigation, whether the driver is at fault, and the consequences to be recommended to the supervisor.
- 3.3 The committee will review the accident as soon as possible, usually within three working days.
- 3.4 The committee chairperson will inform the employee's supervisor of their recommendation for action immediately after the review is completed.
- 3.5 Determination of the disciplinary action to be taken is the responsibility of the employee's Supervisor. The Supervisor will give strong consideration to the committee's recommended action.
- 3.6 *Committee members will not discuss their review or recommendation with other employees. Committee members are advised to direct employees who may inquire to the Director of Operations & Maintenance.*
- 3.7 Recommendations from the committee for employees found to be "at fault" for a particular accident should closely follow the following guidelines:
 - 3.7.1 1st Accident**
 - Written reprimand from employee's supervisor, signed by both, and placed in employee's personnel file.
 - 3.7.2 2nd Accident within one (1) year**
 - Written reprimand from supervisor, up to three (3) days suspension without pay, and/or up to four (4) hours driver training in-service.
 - 3.7.3 2nd Accident within two (2) years**
 - Written reprimand from supervisor, signed by both, and included in employee's personnel file; up to 2 days suspension without pay, and/or up to four (4) hours driver training in-service.
 - 3.7.4 3rd Accident within two (2) years**
 - Written reprimand from supervisor, signed by both, and placed in the employee's personnel file; 3 to 5 days suspension without pay, and mandatory eight (8) hours driver training in-service.
 - 3.7.5 4th accident within two (2) years**
 - Employee will no longer be permitted to drive a district owned vehicle, which may result in termination of the employee's employment relationship with this school district.