

ACCIDENT REVIEW COMMITTEE

I. PURPOSE:

The following guideline establishes policies and procedures whereby all City Fleet Unit accidents can be reviewed determining accountability, preventability and ensure on-going corrective and preventive measures.

II. POLICY:

It is the policy of the City of Little Rock that the Accident Review Committee review all City Fleet Unit accidents for preventability, assess points towards a City Employee's driving record, provide monthly reports regarding accidents and related costs and develop a City-wide awareness toward fleet unit accident prevention.

III. RESPONSIBILITY:

- A. The Fleet Services Department Director is responsible for developing rules which define the accident review procedure. In addition, the Director ensures conformity of procedures outlined herein and provides administrative support for the Committee.
- B. Each Department Director is responsible for ensuring that employees are notified of impending reviews, and for appointing an employee committee member to the Committee as required.
- C. The Accident Review Committee is responsible for reviewing each fleet unit accident, and will determine the preventability of each accident. The Committee will direct that an appropriate number of points for each accident be placed on the corresponding employee's City driving record.
- D. Department Directors are responsible for ensuring that the reporting of all accidents, regardless of severity, takes place utilizing the following forms:
 1. Arkansas Motor Vehicle Accident Form SR-1: For reporting fleet unit accidents, which result in damage to the property of any one individual in excess of \$500.00, or in bodily injury to or the death of any one individual. Copies may be obtained from the Fleet Services Department.
 2. Supervisor Vehicle Accident Report Form (City Form): Copies may be obtained from the Fleet Services Department.

3. Vehicle Accident Report Form (City's Insurance Carrier's Form): Copies may be obtained from the Fleet Services Department.
4. Vehicle Incident Report Form – If Applicable (City Form): Copies may be obtained from the Fleet Services Department.

IV. DEFINITIONS:

- A. Accident Review Committee: A committee, comprised of City Fleet Unit operators, who reviews and determines preventability of City Fleet Unit accidents.
- B. Fleet Unit Accident: An occurrence of any kind where a City Fleet Unit makes impact with another vehicle under any circumstances or with a commercial or privately-owned object or property.
- C. Fleet Unit Incident: An occurrence where impact made by a City Fleet Unit does not occur on City streets and does not involve another vehicle or incur damage to a private or commercial residence or structure.
- D. Preventable Accidents: An accident that could have been reasonably avoided by actions of the operator within operational guidelines.
- E. Non-Preventable Accidents: An accident that could not have been reasonably avoided by actions of the operator within operational guidelines.
- F. Fleet Unit: A City-owned vehicle or piece of equipment of a value of \$1,000.00, or greater, that is motorized, self-propelled and/or attached to or pulled behind a self-propelled unit.
- G. Intentional Misuse: Actions on the part of drivers or passengers of City-owned fleet units that violate City policy regarding conduct in City-owned facilities, property and equipment (i.e., defamation, destruction or careless disregard).
- H. Customer Department: Any Department, or contracting agency, which utilizes the services of the Fleet Services Department.

V. PROCEDURE:

- A. Committee:
 1. Consistency:
 - a. The review board shall consist of five (5) voting members from the following areas: Public Works Street Operations; Public Works Solid Waste Services; the Little Rock Police Department; the Little Rock Fire Department; and Little Rock Parks and Recreation Department. Voting members shall have been employed with the City for no less than two (2) years.
 - b. All decisions of the committee shall require a minimum of three (3) votes for passage.

- c. The Fleet Services Department Director shall serve as chairperson in a non-voting role, except in cases of a tie vote.
- d. A representative from the City Attorney's Office shall serve as an ex-officio member providing legal counsel to the Committee.
2. Term of Appointment: Voting members appointments shall be made by Department Directors for periods of twenty-four (24) months. One (1) member of the committee shall become eligible for re-appointment every six (6) months.
3. Meetings: The review committee shall meet once each month on an agreed upon time.
4. Attendance: Members shall be responsible for attending all meetings. If a member fails to attend three (3) meetings in their term, the committee may vote to request appointment of a new member by the appropriate Department Director.

B. Accident Reporting:

1. Fleet Unit Accident: In the event of a fleet unit accident, either on public right-of-way or involving contact with non-City-owned property, whether damage is apparent or not, or resulting in personal injury, the operator shall:
 - a. Assist the other party if necessary; assume no responsibility for the accident or damages.
 - b. Call the individual's immediate Supervisor and the Little Rock Police Department without moving the fleet unit.
 - c. Exchange insurance information contained on the Vehicle Accident Report Form with the other party while completing the form.
 - d. The Supervisor should arrange for the fleet unit to be taken to the Fleet Services Department immediately following the accident or incident for evaluation regardless of the severity.
 - e. Report the accident to the individual's Department Director or the Director's designee as soon as possible.
 - f. The Supervisor should complete and/or ensure that the following forms are sent to the Fleet Services Department within three (3) working days: Supervisor's Report Form; Vehicle Accident Report Form; and Arkansas Motor Vehicle Accident Report Form SR-1.
2. Fleet Unit Incident: In case of an accident that does not occur on the City streets and does not involve another vehicle or damage to a private or commercial residence or structure, the following procedures should be taken:
 - a. The fleet unit operator is to call their immediate supervisor without moving their fleet unit. Upon their arrival, the

Supervisor is to evaluate both the operator and the fleet unit to determine:

- i. If the driver should submit to the CDL mandated drug-testing policy. (Determination is based on discovery of negligent actions on the part of the operator)
- ii. An appropriate means of transportation of the fleet unit to Fleet Management. (Regardless of severity of damages or lack of, the fleet unit is to be immediately transported to Fleet Management)
- iii. The Supervisor should complete and/or ensure the following forms are sent to Fleet Management within three (3) working days: Supervisor's Report Form and Incident Report Form

C. Accident Review: Documentation shall consist of a completed Little Rock Police Report (if required by B.1,1 or B.,2), a Supervisor's Investigation Report and a Fleet Accident Repair Estimate form (if applicable). Any questions regarding the validity of the accident related to maintenance actions will be forwarded to the Fleet Department Maintenance Manager for technical evaluation and findings prior to the Committee taking any formal actions. It is not the purpose this Committee to take the place of any internal Department disciplinary action.

D. Assessment of Points: If an accident is found to be preventable the Committee is authorized by the City to assess points to an employee's City driving record as follows:

1. Category A: Driving Violation:

- a. Driving while under the influence of alcohol or drugs:
First Offense: Mandatory suspension of driving privileges for no less than three (3) years.
Second Offense: Mandatory revocation of driving privileges.
- b. Leaving scene of accident, hit and run or failure to report an accident: six (6) points.
- c. Failure to properly document an accident: one (1) – four (4) points.
- d. All other moving traffic violations:
 - i. Minor- moving violations: one (1) – two (2) points. Severity of the violation to be determined by the Committee
 - ii. Major violation: three (3) points
- e. Intentional Misuse (by driver or passenger):
 - i. Minor Violation: two (2) – three (3) points. Severity of the violation to be determined by the Committee.
 - ii. Major Violation: four (4) – five (5) points

2. Category B: Driving Exposure:

- a. Four (4) or more driving hours per day: one (1) point
- b. Less than four (4) driving hours per day: two (2) points

3. Category C: Fleet Unit / Vehicle damages (City and /or Public):
 - a. \$0 - \$1000.00: two (2) points
 - b. \$1,001.00 - \$2,500.00: three (3) points
 - c. \$2,501.00 - \$4,000.00: four (4) points
 - d. Each \$,1000.00 above \$4,000.00: one (1) additional point
(not to exceed six (6) points total for this category)
4. Category D: Bodily Injury:
 - a. One (1) individual (minor injury): two (2) points
 - b. Two (2) or more individuals (minor injuries): three (3) points
 - c. One (1) individual (major injury): four (4) points
 - d. Two (2) or more individuals (major injury): five (5) points
- E. Corrective Action:
 1. Accumulation of Eight (8) Points: An advisory letter will be sent to the employee's Department Director calling attention to the employee's total of points and warning of possible further corrective measures.
 2. Accumulation of Ten (10) – Thirteen (13) Points: Employee shall be suspended from driving a City Fleet Unit for a period six (6) months. The employee shall be required to attend and complete a Defensive Driving Course.
 3. Accumulation of Fourteen (14) or More Points: Employee shall be suspended from driving a City Fleet Unit for no less than six (6) months and no more than one (1)-year.
- F. Points Reduction:
 1. Accident-free driving each month after the date of the Accident: ½ point
 2. Successful completion of a Defensive Driving Course (not to exceed once per twelve (12)-month period): six (6) points. For credit, the employee must present a certificate of completion from a defensive driving course operated by the State, Municipal Court, or other authorized organization.
- G. Committee Finding Appeal:
 1. Findings are considered preliminary until one (1)-month after the date of point assessment, after which the Committee findings become final and appeal request will not be considered.
 2. If an employee chooses to appeal the decision of the Committee; the operator involved in the accident may request an appeals hearing of the Fleet Services Department Director. *Appeal request shall be written and the basis of the appeal stated.*
 3. Should the employee choose to appeal the final decision of the Committee, the operator may request an appeals hearing of the City Manager. *Appeal request shall be written and the basis of the appeal stated.*
 4. The operator may attend the Committee hearing with a spokesperson (if they choose) in order that they may question or

refute the Committee's finding. Attendance will be at no loss of time or pay to the employee. Employees who are unable to appear before the Committee when scheduled must provide notification twenty-four (24) hours in advance through their Department Director.

- H. Monthly Accident Reports: The Committee will provide a monthly report of all accidents to Customer Departments by driver, detailing costs and frequency of occurrences.
- I. Committee Findings: Upon completion of each Committee meeting, points will be assessed to each employee's driving record. An official letter shall be sent to the employee notifying them of the assessment of points against their record. A copy of the letter shall be sent to the employee's Supervisor and the Department Director.

Approved:



Bruce T. Moore
City Manager