

RISK MANAGEMENT**1.10.7****G. ACCIDENT REPORTING, RECORDING AND ANALYSIS**

The elimination of accidents is a goal of the City of Redlands. In order to achieve this goal, a well-established system of reporting and recording vehicular and equipment accidents has been developed.

1. Definition

An accident is an unintended event involving a vehicle or piece of equipment that produces damage or injury.

2. Procedures for reporting an accident

- a. Call or ask someone else to call 911 for emergency services;
- b. Call the supervisor and report the accident and all information regarding the accident;
- c. Call Risk Management for all accidents involving moving violations and requiring a full police report;
- d. Gather all pertinent information at the accident scene to meet the accident reporting requirements. This will include names, addresses, phone numbers of the persons who are injured and/or involved and witnesses who may have seen the accident;
- e. Complete all forms required by the City's safety policies and Injury and Illness Prevention Program. Forms must be submitted to HR within 24 hours of the accident;
- f. Complete forms as required by the Department of Motor Vehicles, Department of Transportation and/or any other agency;
- g. Submit to a drug and alcohol screening for all accidents involving a moving violation. Safety personnel may be exempt from drug testing requirements of this policy;
- h. Comply with the instructions issued by the supervisor, Risk Management and/or safety personnel.

Employees using personal vehicles while on duty shall follow this policy and comply with these reporting procedures.

3. Supervisors Responsibilities

If the employee is not able to complete the above information, the supervisor or his/her designee shall be dispatched to the accident to obtain the above information and complete the forms. In addition, the supervisor shall:

- a. Notify HR and arrange transportation for employees required to submit to a drug and alcohol screening immediately after an accident;
- b. Determine whether or not Risk Management should respond to employees' accident that do not involve a moving violation;
- c. In consultation with the Office of Human Resources, determine whether or not a drug and alcohol screening is necessary for accidents that do not involve a moving violation.

RISK MANAGEMENT**1.10.7****4. Accident Reports and Records**

All accidents shall be reported to provide the City with an overall summary of events. A Report of Incident or Injury Form shall be used to record pertinent information.

The report shall include the following information:

- a. Date of accident
- b. Name of employee(s)
- c. Department
- d. Vehicle identification number
- e. Location of accident
- f. Brief description of accident
- g. Fatalities and/or injuries
- h. Property damage
- i. Physical damage to City property
- j. Photographs

If a Report of Incident, Accident or Injury form is not available the employee is required to gather and record the above information using an alternative format.

5. Accident Investigation

A thorough investigation shall be conducted to determine the primary cause of any accidents involving city vehicles and equipment. The investigator shall determine how the accident occurred, what physical evidence might be available, and obtain witness statements. The investigator shall gather information to reconstruct the events leading to the accident and should record those facts for future reference.

Contributing factors shall also be identified. Such an investigation helps to show the basic conditions responsible and point out the area(s) in which either specific or general corrective action should be taken. The information derived from the accident analysis should be used constructively to educate employees or change procedures in an effort to prevent future occurrences. This information may also be used to identify remedial training needs.

6. Disciplinary Action

Any driver involved in an accident involving a City owned vehicle or piece of equipment and found to be negligent may be required to complete a driver safety training course and subject to disciplinary action, up to and including termination.