



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
BOARD OF RISK AND INSURANCE MANAGEMENT

Loss Control Manual

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Introduction

Purpose of the Manual

This manual is designed to help (Enter Entity Name Here) protect its assets through an efficient and effective risk management and loss control program. It is designed so that information can be easily updated as needed. The manual is not meant to be the sole source of risk management and loss control information, nor is it a legal document. Staff is encouraged to review this manual periodically and suggest changes to keep it current and to minimize differences between the manual and actual practices.

Definition of Risk Management

Risk management is the process of planning, organizing, staffing, leading, and controlling resources to minimize the possibility of property damage or injury from various causes of loss. Simply stated, risk management is the process of identifying and controlling losses.

Components of a Loss Control System

Loss control is a proactive approach to preventing accidents and resulting injuries and property damage. Loss control requires the commitment of everyone at all levels — agency directors, risk management contacts, safety directors, and employees. Effective loss control, with an emphasis on safety procedures, training, and monitoring, can minimize the potential for property, general liability, and auto claims and losses.

An effective loss control system includes the establishment of a an effective loss control policy, assignment of responsibilities, ongoing review of claims data, periodic loss control audits and inspections, accident reporting and investigation, communication, and development and regular review of emergency and contingency plans.

Each of these components should be implemented, monitored, clearly communicated to employees and any visitors and refined as necessary to ensure they are up-to-date.

Objective of Risk Management and Loss Control System

Reducing the cost of risk is the primary objective of (Enter Entity Name Here)’s risk management program. The cost of risk for a specified loss is the total value of all related costs and resources, both direct and indirect. The total cost of risk is the sum of the following:

- The replacement value of all equipment and property damaged or lost

- Total claims expenditures, including legal expenditures
- The costs of loss prevention and control measures
- The costs of insurance premiums
- Lost productivity
- Administrative and overhead costs.

Since reduction of the cost of risk is the primary objective of a risk management program, specific goals that support this primary objective are to:

- Minimize exposures to financial losses
- Protect physical assets
- Reduce the frequency and severity of accidents
- Provide a safe environment for employees and the public
- Minimize interruptions of services provided to the public.

Benefits of Risk Management and Loss Control Program

(Enter Entity name Here) believes that a well-conceived, comprehensive risk management and loss control program requires a significant commitment of time and resources at all levels including Management, Supervisors and Employees. By evaluating the specific property, general liability, and fleet exposures associated with (Enter Entity Name Here)’s operations and implementing appropriate loss control measures to prevent claim and losses, the cost of this commitment is mitigated by the following benefits:

- Reductions in misuse and/or losses to equipment and property
- Reductions in the frequency and severity of accidents
- Reductions in the expenditures of insurance claims
- Providing a safe environment for employees and members of the general public
- Providing a defense against claims of negligence when employees or third parties are performing assigned tasks in the scope of employment

SECTION 1 - 2

Policy Statement

Conducting work in a safe manner and protecting the safety of employees and the general public are extremely important to (Enter Entity Name Here). It is the policy of (Enter Entity Name Here) to establish and adhere to the following risk management and loss control procedures that will protect the assets of (Enter Entity Name Here), the safety of its employees and members of the general public. All (Enter Entity Name Here)'s employees and officials have certain responsibilities in the risk management and loss control process that must be carried out in order to have a successful program. These responsibilities include such activities as establishing safe workplaces, following safe practices, limiting exposure to potential liability and loss, and carrying out the steps necessary to maintain an effective and efficient risk management and loss control program.

Duties and Responsibilities

1. Employees

All employees are responsible for assuring safe and healthful working conditions and practices and for protecting the safety of the public. Each employee will:

- Comply with the rules, regulations and policies set forth in this manual applicable to personal actions and conduct.
- Operate all equipment and vehicles in a safe manner and refrain from removing, displacing, or damaging any safety device installed on equipment or property.
- Call unsafe conditions or possible violations of the policy procedures to the attention of the supervisor.
- Report all accidents according the proper procedures set forth in this manual.
- Operate only those machines and equipment for which the employee has been trained and authorized to operate.

2. Management

Management Personnel have the responsibility for maintaining safe and healthful conditions, whether it be out in the field or within (Enter Entity Name Here) facilities. Although personnel exposure to hazards varies widely from department to department, it

is expected that an unrelenting effort will be directed toward preventing injuries, accidents, and liabilities. Therefore, Department Managers will:

- Insure that the policies and procedures set forth herein are complied with by all personnel under his/her direction and maintain the Safety/Loss Control Manual.
- Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
- Devote a portion of staff meetings, as necessary, to a review of losses (accidents) and to discuss plans to bring about more positive loss reduction.
- Hold each Supervisor accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by employees.
- All employees are briefed and fully understand (Enter Entity Name Here)'s work procedures and existing policies which enforce their use.
- All accidents are thoroughly investigated, recorded and promptly reported in accordance with existing directives.
- Ensure prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed.

3. Supervisory Personnel

Each supervisor has the responsibility and full authority to enforce the provisions of this manual and (Enter Entity Name Here)'s work practices in order to keep losses at an absolute minimum. Each supervisor will:

- Assume full responsibility for safe and healthful working areas for all employees while they are under the supervisor's jurisdiction.
- Be accountable for preventable injuries, accidents, and liabilities occurring in his/her area of the facility.
- Insure that all management policies pertaining to safety and loss control are fully implemented for maximum efficiency of each job and maintain the corresponding manuals and directives.
- Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect the loss control efforts.
- Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform, and by being prompt to give recognition to those who perform well.

- Insure that each employee is fully trained for the job the employee is assigned to do, and familiar with the published work rules, by certifying in writing that he/she understands that compliance is mandatory.

4. Safety/Loss Control Officer

The Safety/Loss Control Officer is responsible for the staff direction and administration of the loss control program to prevent injury, liability, and damage to property. The Safety/Loss Control Officer will:

- Maintain (Enter Entity Name Here)’s Safety/Loss Control Manual.
- Acquire and make available to department directors, supervisors and employees all applicable standards and requirements.
- Coordinate and/or conduct safety training programs that are beyond the scope of individual supervisors.
- Perform ongoing evaluations of (Enter Entity Name Here)’s Safety /Loss Control program and make recommendations to management for improvements.
- Review and analyze accident reports and investigations for causes and corrective actions.
- Establish a review of procedures to insure the proper investigation of accidents.
- Consult directly with management and employees on loss prevention matters and provide guidance to assure effective program administration.
- Chair the Safety/Loss Control Committee
- Establish and evaluate emergency procedures for (Enter Entity Name Here) facilities and personnel.
- Review of all driver reports including training and safety policies.

Safety/Loss Control Committee

Purpose

The purpose of this section is to outline the goals and function of the Safety/Loss Control Committee.

Policy

The Safety Committee is an important part of (Enter Entity Name Here)'s safety and loss control efforts. Managers and supervisors can gain valuable assistance in their areas by a joint effort with their committee members. Committee membership is a voluntary service to (Enter Entity Name Here). All managers, supervisors and employees are to fully support the efforts of the Safety/Loss Control Committee.

Goals of the Safety/Loss Control Committee

1. Involve employees in safety and loss control management
2. Lower the frequency and severity of accidents and injuries
3. Maintain a safe environment for employees and visitors
4. Involve all employee participation in safety programs

Committee Formation

Membership on the committee is to be voluntary. The committee will represent all departments, but have the most efficient number of members to assist in accomplishment of committee goals. Standing members to the committee will include a representative from Management, Maintenance and Safety. The purpose of the standing membership is to provide continuity, lend experience and provide a resource for the committee. The Safety/Loss Control Officer will serve as chairperson and be the main contact for loss control and safety activities. The committee's other members represent a cross-section of employees from various departments with membership rotated on an annual basis with staggering terms to ensure continuity.

Committee Functions

The suggested functions of the loss control committee include:

1. Developing a loss control and safety policy and communicating that policy to all employees.
2. Serving as a loss control review board for all accidents or incidents involving employees, members of the general public, entity vehicles or property. This includes recommending loss control and safety measures that could prevent similar occurrences in the future.
3. Establishing a procedure for reporting hazardous conditions or activities and taking corrective action.

4. Periodically inspecting facilities to see that they are complying with established loss control policies and standards and to identify and correct hazardous conditions.
5. Preparing checklists to guide and document inspections. (See Section XXX for Sample checklist)
6. Coordinating evacuation or shelter drills. (See Section XXXX for Emergency Planning guidelines)
7. Determining loss control and safety training needs, including the identification, handling, storage, and disposal of hazardous materials, and developing a plan of action to guarantee required safety training is accomplished.
8. Ensuring that first aid kits and personal protective equipment needs are met.
9. Developing and conducting loss control and safety orientation program for new employees.
10. Reviewing compliance status with the agency's Records Management System.

Duties and Responsibilities

Safety/Loss Control Officer

The Safety/Loss Control Officer serves as chairperson and will report Committee activities to Management.

Safety Committee Members

Safety Committee Members have the following responsibilities:

1. Attend each meeting
2. Discuss safety activities and unsafe acts/conditions
3. Encourage all Employees to work safely
4. Report safety and loss control actions to their department during normally scheduled safety training

Meetings

The loss control committee will meet on a (Enter time Interval) basis at a regular time and date. Each meeting will have a fixed agenda that is sent to the members about one week before the meeting. Following the agenda closely will keep the meeting moving. A special meeting may be held or an additional committee formed to address an emergency situation or complicated issue.

The agenda for the meeting can be simple:

1. . Call to order
2. . Roll call by the secretary
3. . Introduction of any visitors, if allowed
4. . Reading and approval of minutes of the previous meeting
5. . Review of any policies issued since the last meeting
6. . Taking care of unfinished business
7. . Review of any general liability, property, and auto claims or losses occurring and preventive measures taken since the previous meeting
8. . Discussion of loss control inspections and recommendations
9. . Addressing new business
10. Adjournment

Records

Records of all Safety/Loss Control Committee Meetings and actions shall be maintained by the Safety/Loss Control Officer for at least (Enter Number of months) months.

Training

Each Safety Committee Member will be provided the necessary training in:

1. Function of the committee
2. Safety and Loss Control Programs and Policies

Claims Administration
and
Loss Reporting Process

Claims Administration/Loss Reporting and Investigation Process

Accidents and incidents that lead to claims and losses can happen in a number of ways. They may involve property damage, general liability issues involving a third party or automobile. Promptly investigating and reporting claims and losses is critical in helping reduce future liability claim and loss costs.

Claims Administration

1.0 Overview

This policy and procedure was developed to outline the claims administration process to be followed in the event of a loss. A loss includes any loss stemming from natural causes or human error which results in bodily injury, property damage, or damages to a third party.

West Virginia Board Risk and Insurance Management will coordinate the adjustment and settlement of most property and casualty claims. All employee group health, life, disability, and worker's compensation claims shall be filed with the participants of the state government responsible for administering those programs.

2.0 Protection of Assets

Immediately following a loss, every necessary precaution shall be taken by the affected parties to prevent further damage or legal liability to third parties or (Enter Entity Name Here) assets including property or personnel and to render assistance to injured parties, if necessary.

3.0 Claims Reporting

Timely and accurate reporting of claims is paramount in protecting the interests of (Enter Entity Name Here) and its employees. For reporting purposes, claims fall into one of three categories:

- a. **Vehicle** - These are losses to third parties involving entity owned or leased/loaned vehicles, mobile equipment, and watercraft; and losses to fully covered entity vehicles, mobile equipment, and watercraft.

- b. **Property Damage** - These are losses to all other entity property other than automobile resultant from perils such as hail, windstorm, earthquake, fire, theft, etc. Property losses include inland marine, fine arts, crime and other unique coverages, which involve entity property.
- c. **Personal Injury** - These are general liability which occurs as a result of errors, omissions, and commissions of entity employees and officers, and which result in property damage or bodily injury. This category also includes all other losses not mentioned above.

All claims should be reported in accordance with the procedures and instructions hereinafter described.

1. After a loss, the employee and his or supervisor most familiar with the incident should investigate it and complete the Incident Report Form (*See Appendix 1 for Incident Report Form*) as well as the Insurance Loss Notice Form. (*See Appendix 2 for Insurance Loss Notice Form*) Instructions for completing the Insurance Loss Notice Form are incorporated into the form or (see The Board of Risk and Insurance Management's website).
2. The immediate supervisor will assure that the forms are accurately completed, signed, and dated by the employee. The Supervisor and The Safety/Loss Control Officer will assure that the **Insurance Loss Notice Form** is sent to The Board of Risk and Insurance Management. If possible, photographs and diagrams of the losses should also be provided.
3. Copies of the **Insurance Loss Notice Form** shall be distributed as follows:

ORIGINAL West Virginia Board of Risk and Insurance Management
90 MacCorkle Ave., S.W., Suite 203
South Charleston, WV 25303

COPY (Enter Department Here)

Accident Reporting and Investigation

A successful and well designed loss control program includes unbiased, prompt and accurate accident reporting and investigation process. All accidents incidents, and near-misses should be reported and investigated regardless of extent of injury or property damage. The extent of the investigation may vary but all accidents and incidents reflect potential hazards which should be identified and corrected.

1.0 Purpose

The purpose of this section is to establish guidelines for reporting and investigating incidents in which claims and losses could potentially arise, including occurrences (near-misses) that could have resulted in injury or property damage but did not, in order to initiate corrective and/or preventive action as needed.

2.0 Policy

It is the policy of (Enter Entity name here) that the incident reporting and investigating requirements apply to all incidences involving entity employees, on-site vendors, contractor employees and visitors, which results in (or might have resulted in) personal injury, illness, and/or property and vehicle damage.

The report and investigation of all accidents, incidents and events are to be conducted in a professional manner to identify probable causes and are used to develop specific management actions for the prevention of future accidents.

3.0 Responsibilities

1. Management:

- Establish and maintain an effective accident reporting and record keeping program
- Train all employees in the accident reporting procedures
- Train record custodians in proper record entry, maintenance and release procedures
- Conduct annual program audit

- Conduct accident prevention and investigation training for supervisors
- Ensure all accidents and incidents are properly investigated
- Ensure immediate and long term corrective actions are taken to prevent reoccurrence
- Provide all necessary medical care for injured persons

2. Supervisors

- Conduct immediate initial accident investigations
- Report all accidents to management as soon after the event as possible
- Collect and preserve all evidence that may be useful in an investigation
- Conduct interviews of witnesses in a polite professional manner
- Do not attempt to find or assign blame for accidents
- Take action to protect people of accidents and property from secondary effects

3. Employees

- Comply with the accident reporting procedures
- Immediately report all accidents & injuries to their supervisor
- Assist as requested in all accident investigations
- Report all hazardous conditions and near-misses to supervisors

4.0 Incidents and Accidents

Incidents requiring reporting include those incidents or accidents which result in any of the following: injury or illness, damage to a vehicle, entity property damage, or injury to third party or their property.

5.0 Events (Near Misses)

Other incidents that, strictly by chance, do not result in actual or observable injury or property damage are required to be reported. The information obtained from such reporting can be extremely useful in identifying and mitigating problems before they result in actual personal injury or property damage.

6.0 Training

To ensure that all employees understand the incident reporting and investigation requirements, annual training sessions will be held with all employees to review procedures and responsibilities. New employee orientation training will include information on incident reporting and procedures.

7.0 Program Audits

The effectiveness of a program can only be accomplished if the program is implemented and maintained. Periodic reviews and audits shall be conducted by The Safety/Loss Control Officer and Supervisors to confirm that all employees are familiar with the incident reporting and investigation requirements and that the program is managed properly. These audits will consist of:

1. Annual review of incident reports to ensure all records have been maintained and are complete.
2. Annual refresher training for employees involved in record entry and record keeping
3. Annual refresher training for all employees detailing the incident reporting procedures.

8.0 Timing

Incidents involving serious bodily injury, death, or serious property damage **must be reported immediately** by phone or radio to Supervisor and to The Safety/Loss Control Officer. All other events should be reported within (Enter number of hours here) of their occurrence.

9.0 Accident Investigation

The objective of any accident investigation is to identify the causal factors and recommend corrective actions. An accident investigation should determine what happened, how it happened, and why it happened. It should also lead to measures to

prevent similar events from happening in the future. An accident investigation should take place in timely fashion in order to obtain as much information as possible to reduce the risk of further injury or property damage.

1. Investigation Team

The qualifications of team members should include technical knowledge, familiarity with the job, objectivity, and analytical approach to problems. Investigators need advance training and preparation so they can act effectively and efficiently. The size and makeup of the team should be dictated by the seriousness of the accident.

The investigation of minor accidents involving only an employee and or (Enter Entity Name Here) property only is the responsibility of the involved employee's Supervisor.

The Safety/Loss Control Officer will be in charge of the investigation of accidents involving property damage or injury to a third party or resulting in serious property damage, injury or death to (a/an) (Enter Entity Name Here) employee. These investigations may also include outside officials or lawyers and other safety people. Management may initiate any other accident investigations if deemed appropriate.

2. Investigation Procedures

The accident investigation has three purposes:

1. Prevent further possible injury and property damage
2. Collect facts about the accident
3. Collect and preserve evidence

Depending upon the severity of the accident, the following activities may be necessary:

1. Secure the area where accident occurred to prevent other injuries or property damage.
2. Visit the accident site before the evidence is disturbed.
3. Document observations of the condition of the accident site.
4. Photograph or video tape the accident scene from all angles.
5. Identify and interview eye witnesses and other persons who can provide pertinent information.
6. Review other sources of information such as design specifications,

drawings, maintenance records, or employee training records.

At the scene, the accident investigator(s) will carefully survey the scene, noting any debris from the accident. The investigator(s) should take photos of the scene, with careful notes of what the photos depict. A map of the site should be drawn to scale, with any landmarks near the scene noted as to position. Photos of all property damages incurred from accident should be taken from all sides, with careful notes made. It is important that the accident investigator(s) be as objective as possible in gathering and evaluating data from the accident scene. Investigators should avoid any emphasis on identifying the individual who could be blamed for

the accident. This does not mean that unsafe acts, improper actions, poor judgments, or lack of knowledge of hazards should be ignored.

3. Employee Responsibility in Accident Investigation

Accident investigation begins right at the scene. That means certain employee responsibilities must be carried out at the scene of an accident.

Two main concerns at the scene of an accident are to deal with immediate problems and to gather and report pertinent accident information promptly. These two items can be broken down into a 6-step accident procedure for employees to follow. For vehicle accidents (See Fleet Safety Plan for driver responsibilities in accident investigation).

Step 1: Stay calm

Step 2: Do a quick evaluation of accident victims, if any, and provide assistance.

Step 3: Either contact local law enforcement personnel and your supervisor yourself or arrange to have someone do it for you. Be courteous and cooperative when providing information to authorities. Never admit guilt or liability at the scene of an accident. Never leave the scene of an accident.

Step 4: Write down names and other information regarding the accident and those people involved in it. Draw a simple diagram of the accident scene. The more detail you can provide, the better it will be for insurance and/or legal purposes later. If you have a camera for use at the accident scene, document the situation with photographs from various angles.

Step 5: After the accident area has been secured, warning devices put in place, assistance rendered to injured person(s) (if any), and law

enforcement personnel contacted, you (the employee) should communicate the accident to your supervisor.

Step 6: Complete Incident Report Form (Non Vehicle) at the scene of the accident. (See Appendix 1 for Incident Reporting Form)

4. Making Statements

Following an accident or incident, the involved employee may be contacted by a number of people seeking information. The employee should contact his or her immediate supervisor before making a statement or discussing the incident with anyone other than law enforcement personnel.

5. Conducting Interviews

Accident Investigators should conduct interviews of all witnesses to any accidents. The interviews should be conducted in a quiet and private location. It is essential to get preliminary statements as soon as possible from all witnesses. Investigators should not provide any facts to the witness - only ask non-leading questions. Proper interviewing techniques include the following:

1. Explain the purpose of the investigation (accident prevention) and put each witness at ease.
2. Listen, let each witness speak freely, and be professional, courteous and considerate.
3. Take notes without distracting the witness.
4. Use sketches and diagrams to help the witness.
5. Emphasize areas of direct observation.
6. Do not argue with the witness.
7. Record the exact words used by the witness to describe each observation.
8. Identify each witness (name, address, etc)

10.0 Accident Review

(Enter Entity name here) is committed to the fair and equitable treatment of its employees. This commitment includes the fair judging of causes in all accidents. The accident review, conducted by the Safety/Loss Control Committee, is used to analyze data and determine the causes and corrective actions necessary to prevent reoccurrence. For accidents involving (Enter Entity Name Here) vehicles and drivers, the Committee will determine if the accident was preventable or non-preventable.

1. Safety/Loss Control Committee Responsibilities

After the accident investigation has concluded, the Committee will convene as soon as possible to objectively consider evidence presented and determine the true cause of the accident. The Committee's findings and recommendations provide guidance for management decisions on loss control policies. The Committee will take the following steps in reviewing accidents:

1. Analyze the data obtained in the initial accident investigation and police reports.
2. Repeat any of the prior steps, if necessary.
3. Determine
 - a. Why the accident occurred
 - b. A likely sequence of events and probable causes
4. Determine the most likely causes
5. Conduct a post-investigation briefing
6. Prepare summary report to determine cause of accident and recommendations for corrective action and submit to management

11.0 Investigation Report

An accident investigation is not complete until a final formal report is prepared by The Safety Loss Control Committee and submitted to management. To be an effective tool, an accident report should be clear and concise. The purpose of the investigation is to prevent future accidents. The following outline will be useful in developing the information to be included in the formal report.

1. Background Information

SECTION 2-9

- a. Where and when the accident occurred
 - b. Who and what were involved
 - c. Operating personnel and other witnesses
2. Account of the Accident (What happened?)
 - a. Sequence of events
 - b. Extent of damage
 - c. Accident type
 - d. Agency or source (of energy or hazardous material)
3. Discussion (Analysis of the Accident - HOW; WHY)
 - a. Direct causes (energy sources; hazardous materials)
 - b. Indirect causes (unsafe acts and conditions)
 - c. Basic causes (management policies; personal or environmental factors)
4. Recommendations (to prevent a recurrence) for immediate and long-range action to remedy causes.

12.0 Record Keeping

All accident reports will be maintained on file permanently. They shall receive timely review by management to ensure proper corrective actions have been taken.

Appendix 1

Sample Report of Incident Form

Report of Incident

Incident Date:	Incident Time:
File Number:	Department Use Only:

Entity Employee Information (You may complete this section at your office)

Name:	Date of Birth:
Job Title:	Employing Department/MailCode:
Work Phone Number:	

Incident Details (to be completed at the scene of incident)

Location of Accident/Incident	Address:	City:	State:	Area Code:
Weather Conditions:				

WITNESSES (To be completed at the scene of incident)

Name	Address	Phone Number
Name	Address	Phone Number
Name	Address	Phone Number

Describe How This Incident Occurred

Was There Any Additional Property Damage?

Appendix 1 – Incident Report Form

Check & Name Agencies Responding to the Incident Scene					
<input type="checkbox"/> Fire	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Highway Patrol	<input type="checkbox"/> City Police	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other
Was a Report Made?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Incident Report Number:	
Investigating Agency:		Name		Address	
Date & Time County Operator was Notified of Incident					

Signature of Entity Employee

Date

To Be Completed by Supervisor			
Supervisor's Name:		Phone Number:	
In Your Opinion, Could This Incident Have Been Prevented?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, explain:			
Comments or Recommendations:			

Signature of Supervisor

Date

Additional Comments:

Appendix 2

Insurance Loss Notice Form

INSURANCE LOSS NOTICE - State of West Virginia

BRIM USE ONLY

Instructions: For **all** losses, complete sections 1, 2 & 3
For **Auto** losses -- **also** section 4
For Insured **Property** losses -- **also** section 5

! _____
! _____
! Coding _____ / _____ / _____
! To. Co. _____
! _____

(1) Insured Name: _____ Insured Acct. # (required) _____
Insured Address: _____
Insured Phone Number (day): _____
Contact Person _____ Position with Insured _____
For insured _____ (Contact Person) _____

(2) Date of Loss: _____ Time of Day: _____
Location of Occurrence: (Street address) _____
Description of Occurrence: _____
Investigated By: (Police, Fire, etc.) _____

(3) Injured/Property Damaged *use additional sheet(s) as necessary*
Name (injured/owner) _____ Home Phone #: _____
Address: _____ Work Phone #: _____
Age ____ Sex ____ Social Security #: _____ Occupation: _____
Employer: _____ Where is Property Now? _____
Description-Injury: _____
Description-Property Damage: _____ Estimate Amt. \$ _____
Witnesses: _____

(4) Auto Losses Only *use additional sheet(s) as necessary*

Insured Vehicle			Claimant Vehicle		
Year _____	Make _____	Model _____	Year _____	Make _____	Model _____
VIN _____			VIN _____		
Vehicle Driver _____			Vehicle Driver _____		
Vehicle Owner _____			Vehicle Owner _____		
Passengers _____			Passengers _____		

(5) Insured Property Losses Only: Loss Type
() Fire () Windstorm () Burglary & Theft () Boiler & Machinery () Fidelity
() Vehicle () Aircraft () Other _____

SUBMITTED BY: _____ DATE: _____

Fleet Safety Program

Fleet Safety Program

Policy Statement

(Enter Entity Name Here) is committed to instituting and maintaining a Fleet Safety Program. The goal of the Fleet Safety Program is to take the proper steps to prevent loss of life, injury, or property damage to all employees and members of the general public. (Enter Entity Name Here) recognizes that the responsibilities for safety and loss prevention must be shared by everyone.

Responsibilities

1. Management

- Assume responsibility for the driving record of employees while they are on duty.
- Frequently check for compliance of the established requirements and policies in which all personnel are required to adhere to.
- Personally review the decisions on accidents and take all steps necessary to prevent a recurrence.
- Establish and adhere to policies on disciplinary actions in accordance with the policy regarding actions that will be taken against employees who show a repeated disregard for good driving practices.
- Insist that all assigned vehicles are maintained adequately for safe operation.
- Establish periodic inspection of assigned vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. Have repairs made as soon as possible.
- Fully support the (Enter Entity Name Here)'s driver training program to promote defensive driving.
- Review each preventable vehicle accident and unsafe driving report with the employee and his supervisor to emphasize management's intolerance of irresponsibility behind the wheel.
- Establish an aggressive campaign to enforce the wearing of seat belts on all trips.

2. Supervisors

- Insure that employees do not drive any (Enter Entity Name Here) vehicle unless they have a VALID Drivers' License and are familiar with (Enter Entity Name Here) driving rules and regulations.
- Insure that only authorized personnel be allowed to operate (Enter Entity Name Here) vehicles, special purpose vehicles, and trucks.
- Must be alert in observing unsafe practice of employees and insure that action is taken immediately to correct the driver.
- Review all preventable vehicle collisions with employees at Safety Meetings and discuss each unsafe act that was responsible.
- Periodically ride with the vehicle and truck drivers to check for compliance with operating instructions and traffic regulations.
- Insure that unsafe vehicles are not driven until safety discrepancies have been corrected.
- Fully utilize the decisions and recommendations handed down by the Safety/loss Control Committee.

3. Employees

Employees who drive (Enter Entity Name Here) vehicles are responsible for following all of the guidelines set forth in the Fleet Safety Program. (*See Appendix 1 for Sample Vehicle Policy and Procedure Acknowledgement Form*) These responsibilities include:

- Safe operation of vehicles and for the safety of passengers and cargo
- Having a valid driver's license in their possession
- Inspecting the vehicle which they are about to drive, in accordance with established policies
- Reporting any vehicle accidents

4. Safety / Loss Control Officer

The Safety/Loss Control Officer will be in charge of implementing the policies the Fleet Safety Program. Responsibilities will include:

- Monitoring the driving experience of employees who operate entity vehicles.
- Be sure proper maintenance procedures are being followed to keep vehicles in a safe operating condition.
- Verify that adequate insurance limits are maintained by drivers who use their personal vehicle for entity business.

Operator Responsibilities

The driver is responsible for checking the safety and general condition of the vehicle , including gas, oil, and other fluid levels, lights, and brakes. With the assistance of the Safety/loss Control Officer, supervisors will furnish vehicles with inspection checklists (*See Appendix 2 Sample Vehicle Inspection Checklist and Appendix 3 Sample Vehicle Maintenance Acknowledgement Form*). If there is something wrong with the vehicle, which may affect safety, repairs will be made before use.

1. Vehicle Abuse

No employee will use a vehicle or equipment for any purpose for which it was not designed, operate it beyond its designed limits, operate it in areas or locations for which it was not designed, or cause damage through neglect, misuse, improper driving techniques, or improper handling.

2. Transporting Employees in (Enter Entity name here) Vehicles

No more than (Enter Answer Here) employees will ride in the front seat or cab of a vehicle. Each position will be equipped with a seat belt, and each person will use the seat belt provided. No employee will be authorized to ride or work from the bed or rear of a vehicle while it is in motion.

3. Traffic Laws

Employees will adhere to all traffic laws and regulations when operating (Enter Entity Name Here) vehicles. An employee will at all times operate (Enter Entity Name Here) vehicles in such a manner as to avoid injury to persons or damage to property.

4. Unauthorized Use of Vehicles

(Enter Entity Name Here) vehicles are to be used for (Enter Entity Name Here) business only. Persons found using (Enter Entity Name Here) vehicles for their personal errands may be subject to disciplinary action.

5. Operation and Occupancy of Entity Vehicle by Unauthorized Persons

Employees will not permit unauthorized employees or non-employees of (Enter Entity Name Here) to ride in (Enter Entity Name Here) vehicles, except when such persons are conveyed in the performance of duty, or authorized to ride by supervisory staff.

6. Parking Vehicles

All employees will park their vehicles in a legal and proper manner. Employees will remove the keys and lock the vehicles, except when specifically instructed otherwise. Employees will not park on the wrong side of a street or highway, unless it is mandatory to park in such a location to perform a job. All signs, cones, lights, and warning devices as required by law will be used when vehicles are parked or in use in a public travel lane. Employees will use all safety brakes, lockout devices, and other parking safety methods when parking equipment.

7. Use of Personal Vehicles for (Enter Entity Name Here) Business

Supervisors will identify and authorize those employees who are required, as part of their normal job duties to use their personal vehicle to conduct (Enter Entity Name Here) business. The employee's own insurance policy is the primary coverage and, therefore, (Enter Entity Name Here) will not be responsible for any claims that arise out of any motor vehicle accident that the employee is involved while operating their personal vehicle. The mileage reimbursement the employee receives is intended to fully cover all costs of the operation of the employee's personal vehicle including but not limited to fuel, maintenance, repairs, insurance, etc.

8. Transporting Equipment

Employees using (Enter Entity Name Here) vehicles will exercise caution when transporting equipment, packages or other materials in the driver/passenger compartment that would become flying projectiles in the event of an accident. Such items as briefcases, laptop computers, tools, etc. need to be transported in the trunk of passenger vehicles. Pickups, whether standard cab or extended, should have secured storage capabilities in the bed of the vehicle such as tool storage or camper shells if they are used with any regularity in the transport of items that could injure the driver or passenger(s) in the event of an accident. Vans used in the regular transport of such items should have screen type barriers between such cargo and the driver/passenger compartment. It is always important to keep the driver/passenger as free as possible of objects that could distract their attention or could cause from unexpected movement.

Driver Selection

(Enter Entity Name Here) believes knowing the ability, experience and attitude of drivers is a key factor in the selection process. An important area in this process is to establish qualification standards for new employees and existing employees that have driving duties. To enforce these standards, (Enter Entity Name Here) has implemented the following driver qualification procedures.

1. Driver Age Requirements

All drivers must be a minimum of (enter your answer) years of age.

2. Application for Employment

All driver applicants shall complete an Application for employment and Driving Position Supplement containing all of the information required for positions in which driving is required. (*See Appendix 4 Sample Driver Application Supplement*)

(Enter Entity Name Here)'s hiring standards also require that driver applicants list all former employers for the past (enter number of years) years. Any gaps in employment for more than a (enter your answer) period must be satisfactorily accounted for on the application.

3. License

(Enter Entity Name Here) will obtain a legible copy of the license of all driver applicants. A review of the license will be conducted to be certain it is valid, has not expired, and is the appropriate for the class of vehicles in which driving is required.

Whenever driving (Enter Entity Name Here) vehicles or operating their personal vehicle for (Enter Entity Name Here) business, employees must have in their possession a valid driver's license. Employees will notify their supervisor if their license is suspended, revoked, or expired.

Employees who drive vehicles, which require a Commercial Driver's License (CDL), will comply with the West Virginia State Department of Motor Vehicles' requirements for medical examinations and license renewal.

Supervisors will maintain a system that insures all employees operating vehicles have the proper class of license and check licenses for current status at frequent intervals.

4. MVR Check and Evaluation

(Enter Entity name) will request an MVR for driver applicants being considered for employment in which driving entity vehicles or operating their own vehicle for entity business will be required. An MVR will be requested from every state the applicant has lived in during the past (enter number of years) years. The Safety/Loss Control Officer will review all MVR information to determine if driver applicant meets the qualification standards regarding driving records. (*See Appendix 5 Sample Authorization for MVR Form*)

A formal review of the driver's MVR will be conducted on a/an annual basis (or more frequently where warranted) to ensure that existing drivers are meeting the established qualification standards.

MVR's are personal and confidential and should only be discussed with the driver or other persons authorized to know. The Safety/Loss Control Officer will receive results of the MVR check and any needed corrective action will be applied in a timely manner.

5. Driver Qualification Standards

To ensure that potential new and existing drivers meet (Enter Entity Name Here)'s qualification standards for motor vehicle records set forth in the Commercial Vehicle Safety Program, the following policies have been instituted regarding:

1. Actions taken based on the number of points and violations shown from the MVR checks and evaluations
2. Standards and penalties for drivers involved in preventable accidents.

(Enter Entity Name Here) has established a point structure system to evaluate potential new and current driver motor vehicle records.

If a driver meets or exceeds (enter number here) points total within the previous (enter number of years) or exceeds (enter number here) points within the previous (enter time interval here), he/she will not be eligible to drive (a/an) (Enter Entity Name Here) vehicle.

If the MVR reveals (enter violation or number of points here) then the following corrective action will be taken:

(Enter answer here)

No potential new or existing driver will not be allowed to drive (a/an) (Enter Entity Name Here) vehicle or other vehicle on (Enter Entity Name Here) business if there MVR reveals:

(Enter violations here)

Each employee involved in a preventable, at fault vehicular accident, whether it involves the public or not, will be required to:

(Enter answer here)

An employee who receives any moving violation must notify his/her supervisor of the incident within (enter number here) days. Any corrective action will be evaluated based on the type and severity of the incident. *(See Appendix 6 for a Sample MVR Check and Point Structure Plan)*

6. Investigation of Previous Employment

(Enter Entity Name Here) will contact all former and current employers of the driver applicant for the previous (enter number of years) years to verify as much of the following information as possible:

- Dates of employment
- Type of work performed
- Type of vehicle(s) operated
- Extent of driving experience
- Vehicle accident record
- Overall work history and performance

All former and current employer information gathered from the inquiries must be in writing and will be retained in the driver's (if hired) qualification file. In the event a former or current employer refuses to release information, a note stating this will be placed in the file.

The Safety/ Loss Control Officer will review all former and current employer information to determine if the driver applicant meets the hiring standards regarding past and current employment, and to determine if the applicant was truthful about information listed on the employment application.

7. Driver Performance

(Enter Entity name) requires all driver applicants who will require a CDL license for their driving position to successfully complete a road test examination conducted by (enter your answer) prior to an offer of employment. Note: the road test may be waived if the employee will only be driving automobiles and mini vans and has a clean driving record. The road test examination shall be performed in the type of vehicle the driver will operate. Performance will be monitored during the selection process as well as at periodic intervals throughout the driver's career using information obtained from motor vehicle records and file data.

8. Driver Qualification File

The driver selection process includes developing a driver qualification file. Elements of this file will include such items as:

- Employment Application
- Interview notes
- MVR checks
- Driver training information
- Driver evaluation and performance reviews

Driver Training and Reviews

(Enter Entity Name Here)'s goal is to have a process in place to hire only qualified and safe drivers. Once on board, (Enter Entity Name Here) is committed to retaining these drivers. In order to keep drivers and supervisors well trained and informed, (Enter Entity Name Here) has instituted a number of policies regarding driver training. These policies include driver orientation, periodic driver meetings, and driver performance evaluation and reviews.

1. Driver Orientation

(Enter Entity Name Here) has an orientation program which all new drivers are required to complete. The orientation program consists of comprehensive classroom training that will cover a variety of subjects. Among the topics are established driving policies and procedures, regulatory compliance, vehicle maintenance and inspections, accident reporting procedures, and defensive driving procedures (*See Appendix 7 Defensive Driving Policy and Appendix 8 for Defensive Driving Course Completion Form*).

After successfully completing the classroom portion of the orientation, all new drivers will be assigned to a driver trainer. The purpose is to evaluate the new employee's overall driving skills and techniques, and to apply what has been learned in classroom to an actual job situation. This time should also be used to familiarize the new driver with paperwork procedures relating to vehicle maintenance and inspections and to answer any questions or concerns that were not addressed in the classroom training.

2. Driver Meetings

Every (enter time interval), a drivers meeting will be conducted by driver supervisors. These meetings between supervisors and drivers are held to share news and information, and to give our drivers a forum to discuss issues, questions, or concerns. All drivers are expected to participate in these meetings, and all driver input is welcomed and appreciated.

3. Driver Evaluation and Performance Reviews

Driver supervisors are responsible for conducting a periodic, structured performance review with each of their drivers a minimum of every (enter your answer) months.

It is important for (Enter Entity Name Here) drivers to understand that their performance will be evaluated on an on-going basis, and they may request, or their supervisor may recommend, a review at any time. However, all drivers will receive periodic structured reviews of their individual performance.

4. On Road Performance Evaluation

The on road evaluation is conducted by the supervisor to monitor the performance of current drivers by riding with them or following them. The supervisor should document the results and counsel drivers concerning problems or deficiencies that were observed. This is the best way for the supervisor to ensure that the driver is following the proper vehicle inspection and defensive driving procedures.

5. The Performance Review

Driver performance reviews should be held in private and away from the operation area. The review is considered the driver's time and interruptions should not be allowed.

The actual driver performance review should cover, but is not limited to, five basic areas. These are:

1. The measurement of the driver's actual results against established goals and standards of the company.
2. Recognition of the driver's contributions and accomplishments.
3. Correction of any new or existing performance problems.
4. Establishment of goals or standards for the next review period.
5. Review of Driver's MVR

Once the driver and his/her supervisor have concluded their discussion of past performance; addressed any development, training, or corrective action needs; and have established new goals and standards for the future, they are expected to reach mutual agreement and wrap up the review. The wrap-up should include the following:

1. A positive summary of the performance review discussion including all mutually agreed upon plans and goals.
2. An opportunity for the driver to react, ask questions, and give additional ideas and suggestions.
3. A sincere and meaningful expression of appreciation for the driver's participation, time, and efforts.
4. A written record of what was discussed, agreed upon, and corrective action/training plans.

6. Recordkeeping

A copy of the written performance review and MVR check shall be given to the driver, the supervisor's immediate manager, and the original placed in the driver's personnel file.

Accident Investigation

(Enter Entity name here)'s policy is to fully investigate any accident involving (Enter Entity Name Here) personnel and vehicles. All accidents involving (Enter Entity Name Here) vehicle regardless of the severity must be reported immediately. (*See Appendix 9 Sample Accident Reporting Instructions and Appendix 10 Driver's Report of Accident Form*)

The investigation of minor accidents involving (Enter Entity Name Here) property only is the responsibility of the driver and supervisor only.

The Safety/Loss Control Officer will be in charge of the investigation of accidents in which serious property damage or death to (a/an) (Enter Entity Name Here) employee has occurred. The Safety/Loss Control Officer will also be in charge of accident investigations in which a third party is involved. Management may initiate any other investigations deemed appropriate.

1. Accident Investigators

At the scene, the accident investigator(s) will carefully survey the scene, noting the position of any debris from the accident. The investigator(s) should take photos of the scene, with careful notes of what the photos depict. A map of the site should be drawn to scale, with any landmarks near the scene noted as to position. Photos of all vehicle and property damages incurred from accident should be taken from all sides, with careful notes made.

The more accurate the information provided is, the easier it is when it comes to canvassing the accident scene. It is important that the accident investigator(s) be as objective as possible in gathering and evaluating data from the accident scene.

2. Driver Responsibility in Accident Investigation

Certain driver responsibilities must be carried out at the scene of an accident.

Two main concerns at the scene of an accident are to deal with immediate problems and to gather and report pertinent accident information promptly. These two items can be broken down into a 6-step accident procedure for drivers to follow.

Step 1: Stop, stay calm

Step 2: Turn on your emergency flashers as an immediate warning signal. Then do a quick evaluation of accident victims, if any, and provide assistance. Next, set out emergency warning devices on the roadway.

Step 3: Either contact local law enforcement personnel and your supervisor yourself or arrange to have someone do it for you. Be courteous and cooperative when providing information to authorities. Never admit guilt or liability at the scene of an accident. Never leave the scene of an accident.

Step 4: Write down names, license numbers and other information regarding the accident and those people involved in it. Draw a simple diagram of the accident scene. The more detail you can provide, the better it will be for insurance and/or legal purposes later. If you have a camera for use at the accident scene, document the situation with photographs from various angles.

Step 5 : After the vehicle has been secured, warning devices put in place, assistance rendered to injured person(s) (if any), and law enforcement personnel contacted, you (the driver) should communicate the accident to your supervisor.

Step 6 : Complete Vehicle Accident Report Form at the scene of the accident.
(*See Appendix 10 for Driver's Report of Accident Form*)

Vehicle Accident Review

The Safety/Loss Control Committee will review all vehicle accidents to determine the true cause and whether it was preventable or non-preventable. A preventable collision is one in which the driver failed to do all that could be reasonably expected of them to avoid the collision (*See Appendix 11 Guidelines for Determining Preventable/Non-preventable Accidents*).

The functions of the Committee in reviewing vehicle collisions are as follows:

1. Convene as soon as possible after a collision involving a/an (Enter Entity Name Here) vehicle to objectively consider the evidence presented. This evidence includes any information given by the driver, his or her supervisor and the police report of the accident. These same rules also apply to any employee officially authorized to drive his or her personal cars on official (Enter Entity Name Here) business.
2. Determine the true cause of the collision and whether it was preventable or non-preventable.
3. Review the driver's past driving record.
4. Report in writing to Management the Committee's findings, and the recommendations for corrective action.
5. In the case of a preventable ruling, schedule a personal one-to-one meeting with the driver to discuss the decision, possible remedial training, and/or possible disciplinary action. This meeting will be scheduled as soon as possible after the preventability determination has been made.

Vehicle Selection

It is important to ensure that vehicles selected for a specific function are adequate in design and capability for the intended purpose. It is the responsibility of each driver to select the appropriate vehicle to be used in performing tasks.

Vehicle Maintenance

It is the policy of (Enter Entity Name Here) to keep all vehicles well maintained and in safe and efficient operating condition at all times. The specifics of that approach will be detailed in the procedures to follow.

1. Preventative Maintenance

A good preventive maintenance program lowers repair frequency and lowers overall maintenance cost. (*See Appendix 12 Sample Monthly Vehicle Maintenance and Inspection Schedule*)

The service portion of Preventive Maintenance is actually scheduled maintenance.

(Enter Entity Name Here) vehicles will be given Preventive Maintenance according to the following schedule:

(enter time interval here)

Vehicle Inspections

(Enter Entity Name Here) is committed to following a strong daily inspection program. All vehicles are to be inspected every day they are operated.

1. Driver Pre-trip Inspection

Each driver must be satisfied that his/her assigned vehicle is in proper working condition prior to operating (*See Appendix 2 Vehicle Pre-Trip Inspection Report*). Each driver must also be satisfied that any cargo is properly distributed and secured.

The driver will also review the last completed Driver's Vehicle Inspection Report to verify that any needed repairs were made to the vehicle. If the defects noted were not acknowledged by an authorized signature, the driver shall not drive the vehicle until the defects are handled appropriately.

When a driver reports safety related problems or vehicle damage, the vehicle inspection report should be submitted to his/her Supervisor. The Supervisor will sign the report indicating that repairs have been made (or are not required to be made). The original inspection report and certification of repairs will be retained in the Vehicle Maintenance File.

The original inspection reports on which no defects were noted and on which defects were noted, and the certification of repairs, will be retained in the Vehicle Maintenance File.

2. Driver On-The-Road Inspections

Once on the road, the driver must examine any cargo and its load securing devices and make any necessary adjustments.

If a problem is found, the driver will notify his/her supervisor and either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility.

Vehicle Maintenance File

A complete record on each vehicle in the fleet will be kept. It will include basic vehicle information and information indicating the nature and due date of any inspection and maintenance operations to be performed on the vehicle, and a record of any inspections, repairs and maintenance performed on the vehicle in question, including dates performed and specifics on the nature of the operations.

Vehicle Breakdown

Driver's responsibilities when a breakdown happens include:

- Safely stopping and securing the vehicle and load,
- Safely placing the warning devices,
- Diagnosing and calling in the breakdown to his/her Supervisor

Supervisor responsibilities when a breakdown occurs include:

- Determining the nature of the breakdown and best course of action
- Locating, contacting, and dispatching a vendor to facilitate repairs
- Obtaining all vehicle repair records

Appendix 1

Sample Policy and Procedure Acknowledgment Form

Sample Policy and Procedure Acknowledgement Form

I have received the proper training in the fleet safety policies and procedures. I understand that it is my responsibility to adhere to these policies. I also understand that it is my responsibility to observe all policies and procedures concerning the proper and safe operation of an entity vehicle.

Driver Name (Print)

Driver Signature

Date

Supervisor Signature

Date

Appendix 2

Sample Vehicle Pre-Trip Inspection Report

Vehicle Pre-Trip Inspection Report

Appendix 3

Sample Vehicle Maintenance Acknowledgement Form

Sample Vehicle Maintenance Acknowledgement Form

I have received the proper training in daily vehicle inspection procedures. I understand that it is my responsibility to inspect all fluid levels, lights, tires, and safety equipment each day before I use the vehicle. I understand that it is my responsibility to report any and all vehicle defects and safety concerns. I also understand that it is my responsibility observe all policies and procedures concerning the proper and safe operation of an entity vehicle.

Driver Name (Print)

Driver Signature

Date

Supervisor Signature

Date

Appendix 4

Sample Employment Application Driving Position Supplement

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Applicant Name:				Date:	
Present Street Address:				Social Security:	
City:	State:	Zip Code:	How Long?	Telephone Number:	
Previous Street Address if less than three years at present address:					
City:	State:	Zip Code:	How Long?	License Restrictions:	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, List Restrictions:					

Employment Application Driving Position Supplement

Driver Licenses (List all licenses in the spaces below)		
State	License Number	Expiration Date

Traffic Violation Record (List all Traffic Convictions & Forfeitures in the past 3 years except Parking Violations)				
Location	Date	Court	Charge	Penalty

Has your License or Permit to Operate a Motor Vehicle ever been suspended or revoked?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES,	When	Where	Why		

Accident Record (List all accidents in which you have been involved in the past 3 years)		
Date	Location	Description

Driver's Signature _____
Date

Appendix 5

State of West Virginia Request for Driving Record

DMV-101-PS
Rev.12/99

WEST VIRGINIA DIVISION OF MOTOR VEHICLES
DRIVER IMPROVEMENT SECTION
1800 Kanawha Boulevard, East, Building 3
Charleston, WV 25317

REQUEST FOR DRIVING RECORD

This form may be used for multiple requests, and a fee of \$5.00 per name must accompany each request. Driver's license number and last name must be provided. If you do not have the Driver's license number, you must provide the social security number and an additional \$1.00 fee. **All fees are non-refundable.**

Driver's License Number	Name	Purpose	Social Security Number

I hereby certify the driving records shall be used only for the purpose indicated. This department may furnish driving records only under the following circumstances. Please use these codes.

<u>Purpose</u>	<u>Code</u>
1. Employment Investigation	EI
2. Underwriting Insurance	INS
3. Credit Transaction	CT
4. Legitimate Business or Legal Transaction	BT
5. Individual Request	ID

If you are requesting a record for another individual and your reason does not pertain to any of the above codes, you would need a waiver signed by the individual.

If you do not have a waiver signed, your reason will be reviewed and if accepted, you will receive a driving record which excludes all personal information from the record. **Under purpose you would put OPT.**

Any person who knowingly or willfully obtains information under false pretenses will be in violation of federal law, and if convicted, will be fined not more than \$1,000 and/or imprisoned not more than one year.

You may duplicate this form or contact the Division of Motor Vehicles for additional forms by phoning (304) 558-3900.

Walk-In:

You must have a driver's license or WV Identification Card as proof of identification.

I hereby certify that the information obtained from the Division of Motor Vehicles will be used for the sole purpose stated above.

Signature of Requester: _____ ID Verified By: _____
Employee Name & ID Number

(Attach copy of Identification to each Request Form)

NOTARY STATEMENT BELOW MUST BE COMPLETED ONLY IF REQUEST IS MAILED:

I hereby certify that the information obtained from the Division of Motor Vehicles will be used for the sole purpose stated above.

Signature of Requester: _____

Address of Requester: _____

Notary Statement: State of _____ County of _____ . I certify that the Requestor has provided

identification to me by driver's license or West Virginia ID and signed this form before me this _____ day of _____

_____. My commission expires _____ .

Notary Public

(Attach copy of Identification to each Request Form)

Appendix 6

Sample MVR Check and Point Structure Plan

MVR Check and Point Structure System

MVR Check

If a potential employee will be required to operate an entity vehicle as part of his/her job requirements, an MVR check must be completed either by The Safety/Loss Control officer or the supervisor for that employee before an employee may be offered employment.

A point system structure has been established to evaluate new hire and current employee motor vehicle records. If a potential new employee meets or exceeds seven (7) points total within the previous three (3) years or exceeds four (4) points within the previous 12 months, they are not eligible for a position that requires driving an entity vehicle.

The same point policy applies to existing employees as in the hiring process in terms of points assigned to traffic violations or motor vehicle offenses. Driver must not meet or exceed seven (7) points accumulated in a three (3) year period. Motor Vehicle Records will be obtained on all entity vehicle drivers every twelve months. Each MVR received will be reviewed in a timely manner and evaluated for compliance. A copy of all records will be maintained in the employees file along with any corrective action documentation.

Point Structure

Automatic Disqualification to operate an entity vehicle

No potential new or current employee will allowed to drive An entity vehicle (including personal vehicle) for entity business if his/her MVR reveals:

- Murder or assault with a motor
- Theft of a vehicle
- Hit and run
- Negligent homicide
- An alcohol related offense in the last 3 years
- Illegal drug offense in the last 3 years

7 point offenses:

- DWI, DUI, OWI (alcohol or drugs)
- Reckless driving resulting in bodily injury or property damage
- Fleeing a police official
- Leaving the scene of an accident
- Driving with a suspended/cancelled/revoked license
- Racing on public road

4 point offenses:

- Speed in excess of 15 mph over posted speed limit
- Failing to stop for a school bus
- Failing to stop at a railroad crossing
- Second preventable accident

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3 point offenses:

- Failure to obey a traffic control device
- Failure to yield right of way
- Speed too fast for conditions
- Following too close
- Careless/Reckless driving
- One preventable accident

1 point offenses:

- Seat belt violations
- Failure to use turn signal
- Improper stop/parking

Appendix 7

Sample Defensive Driving Policy

Defensive Driving Policy

(Enter Entity Name Here) is strongly committed to a sound and thorough defensive driving policy.

While operating entity vehicles, drivers should always drive in the safest manner possible. Specifically, our drivers must operate entity vehicles in accordance with all provisions of The Commercial Vehicle Safety Program.

Full-time and designated part-time employees driving (Enter Entity Name Here) vehicles shall be required to attend the Defensive Driving Course.

1. Assignments for classes shall be made by the employee's supervisor to insure class quotas are met and to maintain satisfactory work schedules.
2. Frequency of employee attendance of Defensive Driving Courses shall be once per year.
3. New employees required to drive Entity vehicles shall be required to complete the Defensive Driving Course satisfactorily before starting their driving assignment.

The core concepts of defensive driving are:

- Recognize the hazard.
- Understand the defense.
- Act in time.

Defensive Driving Procedures

Intersection

Getting into and out of intersections without an accident is a mark of a good defensive driver. Besides your own skill level, intersections also demand anticipation of the actions of other drivers and taking appropriate evasive action as required.

Backing

Backing is an extremely hazardous maneuver. If you are backing with the assistance of a guide, the ultimate responsibility for the safety of the backing maneuver remains with you as the driver.

Front-End Collisions

The primary way to avoid front-end collisions is by maintaining a safe and adequate following distance. You should be prepared for possible obstructions on the roadway, either in plain sight or hidden by curves or the crests of hills. A special situation occurs at night, when speed should be kept to a level that will allow you to stop within the distance illuminated by the headlights of your vehicle.

Rear-End Collisions

As a driver, you risk being struck from behind if you do not maintain an adequate margin of safety in your own following distance. If enough space is not allowed in front of your vehicle, chances go way up that somebody

can (and will) impact you from the rear.

Passing

Failure to pass safely indicates faulty judgment on your part as a defensive driver, and failure to consider one or more of the factors that need to be checked:

- Is there enough room ahead?
- Is there adequate space to move back into your lane of traffic after passing?
- Have you signaled your intentions?

Being Passed

As a driver, you must be aware of the actions of other drivers, and give way if another driver begins to sideswipe you or to cut you off. A good defensive driver will avoid problems with this kind of accident situation.

Encroaching on Other Traffic Lanes

Observant defensive drivers will not usually get trapped when other drivers change lanes abruptly. In the same manner, entrapment in merging traffic can be successfully avoided by a good defensive driver with a little preplanning and willingness to yield. Blind spots are not valid excuses for this kind of accident - allowances must be made in areas of limited sight distance.

Railroad Grade Crossings

Driving across railroad crossings, or in areas where there are rail vehicles of some sort, demands special care. Careful observance of the traffic situation is your best defense.

Oncoming Traffic

A defensive driver will avoid a collision with an oncoming vehicle at all costs. Even if the vehicle enters your lane of traffic, an accident can be avoided with some evasive maneuvers.

Turning

Turning, like passing, is a dangerous maneuver, and demands special care and an observant eye from you as a defensive driver. You should be aware of other vehicles in your path, and of the complete configuration of the turn you are about to undertake.

Pedestrians

As a sensible defensive driver, always assume that if there is a pedestrian (or small vehicle of some sort) involved in a situation, slowing down is your best defense. Be certain to give people and small vehicles the benefit of the doubt.

Extreme Weather and Road Conditions

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Bad weather and other road hazards place special stress upon any defensive driver. The best rule in any kind of bad weather or extreme road condition is get off the road safely and as soon as possible. If you absolutely must continue, slowing way down and increasing following distance are your best defenses, along with increased awareness.

Fog

Fog reduces available visibility and impairs distance perception, making it perhaps the most dangerous type of extreme weather condition.

Because of this, it is the policy of (Enter Entity Name Here) that, whenever possible, drivers are to avoid driving in foggy conditions. Pull off the road and park safely until such time as the fog dissipates or is burned off, if at all possible. If you cannot safely pull off the road, follow these procedures:

- You should never assume the depth or thickness of any fog. Fog can range from a momentary blurring of the windshield to being several miles thick.
- Slow your vehicle's speed. Reduction in speed should be done gradually in order to avoid becoming a hazard for other motorists. Determining a correct and safe speed depends on the thickness of the fog and is left to your best judgment.
- Use low-beam headlights only when driving in fog. Low-beams serve two purposes. They help you see the immediate roadway and also allow other motorists to see your vehicle.
- Avoid the use of high-beam headlights while driving in fog. The water particles that make up fog will reflect more light back at you than onto the roadway when high beams are used, and will further reduce visibility for you.
- You should make use of windshield wipers and the defroster when driving in fog. Driving in foggy conditions will cause a constant fine mist of water to develop on the vehicle's windshield, reducing visibility in the process. Using the windshield wipers and defroster will alleviate this condition.
- Avoid passing other vehicles while driving in fog.
- You should avoid stopping on any roadway while driving in foggy conditions unless absolutely necessary. If you must stop, use the emergency or breakdown lane, activate your emergency flashers, turn off the headlights, and follow (Enter Entity name here)'s breakdown procedures (see Vehicle Breakdown & Road Repair policy).

Rain

Rain causes roadways to become slippery, especially when it first begins. Roadways become covered with a thin layer of oil and other residues. When rain mixes with this layer, it results in an extremely slippery and dangerous road surface. This condition remains until additional rain can break down and wash away the oily mixture from the pavement. This process can take anywhere from a few minutes to several hours, depending on the severity of the rain.

Water on the road surface can also create a potential hazard of hydroplaning. Hydroplaning happens when a thin layer of water separates the vehicle's tires from the road surface. When a vehicle is hydroplaning, it is literally riding on water. When the tires ride on water, they lose all traction and create an extremely dangerous situation. The faster a vehicle travels on standing water, the greater the chance of hydroplaning. Reducing speed is the best and safest way to avoid hydroplaning.

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Rain also reduces visibility. Because rain presents these hazards, drivers are expected to adhere to the following procedures when driving in rainy conditions:

- You should slow the vehicle's speed to avoid hydroplaning. Reduction in speed should be done gradually in order to avoid becoming a hazard for other motorists. Determining the correct and safe speed depends on how heavy the rain is and will be left to your best judgment.
- You are expected to increase your following distance from other motorists. Since rain causes the road surface to become slippery, you need to allow for greater stopping distance if the need to stop arises.
- You should make use of windshield wipers and the defroster when driving in rain. Driving in rainy conditions will cause a constant film of water to develop on the vehicle's windshield, reducing visibility in the process. Using the windshield wipers and defroster will alleviate this condition.
- You should avoid passing other vehicles while driving in rain. In addition, you are encouraged to follow other vehicles at a safe distance since vehicles traveling ahead will throw water off the pavement and leave "tracks". Driving in these tracks will give you the best possible traction under rainy conditions.

Snow

Snow, depending on the type and severity, can present a variety of dangerous conditions. Because of this, the following procedures have been developed for this defensive driving policy:

- Light, powdery snow presents few problems since it is quickly blown off the road surface. However if there is enough of this type of snow to cover the roadway, it will form a slick, smooth surface. You should reduce speed and increase following distance. Determining the correct speed and safe following distance will be left to your best judgment.
- Heavier, slushy snow can affect vehicle control. If snow becomes hard packed it can cause an ice hazard on the road surface. Again, you should reduce speed and increase following distance. Determining the correct speed and safe following distance will be left to your best judgment.
- All slow maneuvers such as starting out, steering, backing, and turning should be done smoothly and with extreme care to minimize skids and slides.
- Falling or blowing snow can greatly reduce visibility. In addition, falling and blowing snow can make it hard to see the road, road markings, road signs, and off ramps. If you must continue in snowy conditions, reducing speed and increasing following distance are the best techniques a driver can use to maintain vehicle control.
- As with driving in foggy conditions, the use of high beam headlights while driving in snowy conditions should be avoided at all times. The high-beam "shooting" light will reflect off falling and blowing snow and reflect back at you, further reducing visibility.
- Drivers will also be educated on the dangers of "snow hypnosis". Snow hypnosis occurs when a driver is traveling directly into heavy snow and begins to focus on the falling snow instead of the road ahead. This can cause a hypnotic-like effect on the driver. The danger of snow hypnosis is especially prevalent at night.
- In extreme conditions, chains may be necessary

Ice

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All drivers need to be aware of changes in road surface conditions that may affect the vehicle's traction. To help, the following procedures for driving on icy roads for this defensive driving policy have been developed:

- As with all extreme weather conditions, if you must continue, the safest techniques to employ are to reduce speed and increase your following distance. But of these two, increasing following distance is by far the most important. Depending on the temperature and road conditions, stopping distance (distance needed to come to a complete stop) on icy roads can increase four to ten times versus stopping from the same speed on a dry road.
- “Black Ice” forms when temperatures drop rapidly and any moisture on the road surface freezes into a smooth, almost transparent layer of ice. What makes black ice particularly dangerous is that you may not realize you are on it until it's too late. Determining the correct speed and safe following distance will be left to your best judgment.
- Bridges and overpasses are other areas to which you should give special attention. Ice will tend to form first on bridges and overpasses because cold air circulates both above and below these structures causing the temperature to drop more rapidly than on normal roads. Any moisture on the road surface of a bridge or overpass will freeze quicker and harder than elsewhere on the road. Extreme caution and a reduction in speed should be used while traveling over bridges and overpasses.

Night Driving

All drivers need to be aware of the potential hazards driving at night present. These hazards include fatigue, reduced visibility, poor lighting, other (impaired) motorists, and animals on the road. To help drivers better prepare for driving at night, the following procedures have been developed for this defensive driving policy:

Fatigue is perhaps the most dangerous hazard of driving at night. Nothing we do is worth any one getting hurt. Fatigue usually sets in at night, but a tired driver, at any time of day, is an unsafe driver. Fatigue reduces drivers' reaction time and perception. All drivers are to review the following fatigue warning signs:

- Your eyes close or go out of focus by themselves.
- You can't stop yawning.
- You are experiencing trouble keeping your head up.
- You experience short-term memory loss. For example, you can't remember the last several miles you have driven.
- Your thoughts wander or you begin to daydream.
- You start drifting into other lanes of traffic, tailgate, or miss traffic signs.
- You experience an inability to maintain a constant rate of speed.
- You must jerk the steering wheel hard to correct a drift and get back into your lane.

If you experience any of these signs, it's time to get off the road as soon as safely possible and get some rest.

- Reduced visibility is a hazard of driving at night. At night, visual acuity (degree of perception) and peripheral vision (side vision) are reduced, and the eyes may have difficulty adjusting from light to darkness. These factors all contribute to reduced visibility while driving at night. The best and safest techniques to counteract these night driving hazards are to reduce your speed and increase your following distance. Reducing speed is also the best way to prevent "out driving" your headlights.
- Poor lighting on the open highway or on rural roads is another hazard drivers should be made

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aware of. At night, with poor or no lighting aside from the vehicle's headlights, hazards in the road are much more difficult to see and avoid. You should reduce speed and use extra caution when traveling on poorly lit or unfamiliar roads.

- Impaired motorists (drunk drivers) are a hazard to everyone on the road. Drivers should be especially cautious when driving between the hours of midnight and 0300 (typical bar and tavern closing times). Drivers should be wary of motorists driving in an erratic manner including weaving in and out of traffic lanes, having difficulty maintaining a constant rate of speed, or braking suddenly. If you, as a driver, suspect that you are sharing the road with an impaired motorist, reduce your speed, let the motorist pass, and increase following distance.
- Animals on the road present another kind of hazard while driving at night. Drivers are to be especially alert when driving on roadways lined by woods or tall grass. Animals, especially deer, can jump out in front of an oncoming vehicle with little or no warning. The best techniques to avoid collisions with animals are to not "outdrive" your headlights and to reduce speed. If a collision with an animal is unavoidable, you should drive "through" the animal. This will help prevent a jackknife or rollover type accident.

Road Construction

We realize that chances are good that from time to time our drivers will be faced with having to drive on roadways that are being repaired or under construction. Road construction presents several hazards. Because of this, our drivers are expected to approach road construction work zones the same way they would any adverse driving situation and follow these procedures:

- You should reduce speed and maintain a safe following distance.
- You should drive at or under all special or reduced posted speed limits while traveling through road construction work zones. Safe following distance will be left to your best judgment.
- You should be constantly aware of your immediate surroundings, anticipate the possible actions of other motorists, and expect sudden stops.
- You should watch for construction workers or vehicles crossing the roadway.
- You should use the lane furthest from a construction zone when possible.
- You should avoid sudden lane changes and use headlights and four-way flashers when traveling through construction zones.

Road Hazards

Drivers should be aware of the potential danger of encountering various types of road hazards including:

- Soft shoulders or severe pavement drop-offs that can cause rollover type accidents.
- Road debris such as tire recaps, metal or lumber can cause severe damage to tires, tire rims, electrical systems, and brake lines. You should be aware of the road ahead to identify potential road debris early and take safe and appropriate avoidance maneuvers.

Underpasses

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Hitting a bridge, underpass, or viaduct is a danger you should be constantly aware of. This type of accident, often referred to as "topping" a trailer, is always preventable. Drivers need to be aware that the posted height of an underpass is not always accurate. Re-paving and packed snow can reduce the clearance of an overpass enough to cause a problem. In addition, an empty trailer will ride higher than when it is loaded. You should make thorough trip plans. When in doubt of the clearance of an underpass, you should get out of your vehicle and make a visual inspection or find an alternate route.

Fixed Objects and Special Intersections

A good defensive driver will observe items in the area around the vehicle that might cause problems. Checking to be certain there is adequate clearance is the primary thing to watch. In the areas of driveways, alleyways or plant entrances, the effective defensive driver will analyze the situation carefully, slow down, sound a warning when appropriate, and be ready to yield to the other driver involved.

Physical and Mental Condition

Drivers are expected to manage their physical and mental condition. That especially means keeping a positive attitude when behind the wheel, and taking good care of their physical health. Fatigue is an especially dangerous factor to be aware of.

Following Distance

Tailgating is probably the single most common complaint lodged by the general driving public against truck drivers. Here are some specific following distance guidelines:

- 3-second interval at speeds up to 40 mph,
- 4-second interval at any speed over 44 mph,
- add extra time in bad weather or poor road conditions,
- add extra following distance if you are being tailgated.

Driving Speed

You should drive consistent with posted speed limits, with due regard given to existing traffic, weather and highway conditions. Never overdrive your headlights at night. That means you should be able to stop safely in the distance you can see clearly in your headlights.

Right of Way

As a defensive driver, you should never attempt to exercise the right of way principle. Let the other driver go first. Keep to the right except to pass, or when getting into position to turn left. In town, when you enter a main thoroughfare from a side street, alley, driveway or a highway ramp, make a full stop at any crosswalk, then another full stop before actually moving into traffic.

Meeting Other Vehicles

Keep to the right when meeting other vehicles on a roadway. If a vehicle approaches on your side of the road,

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slow down and pull to the right as far as you safely can. If you have to take this kind of evasive action, and have actually gone off the highway onto the shoulder, be certain you slow the vehicle down sufficiently before you attempt to come back onto the highway. Never pull to the left to avoid an oncoming vehicle.

When merging onto a highway drivers are expected to:

- Signal early,
- Be patient and watch for an opening,
- Build speed and merge smoothly,
- Check mirrors constantly.

When exiting a highway drivers are expected to:

- Signal and change into the right-hand lane early and safely,
- Signal intentions to exit early,
- Check mirrors constantly,
- Reduce speed and exit.

Curves and Turns

The biggest thing to remember in successfully negotiating curves and turns is to slow down. That way you will be able to make any needed adjustments in steering, etc. as required.

Appendix 8

Sample Defensive Driving Course Completion Form

Defensive Driving Course Completion Form

_____ has successfully completed the Defensive Driving Course Training. Completion of this course is required before any employee is authorized to drive an entity vehicle. The Entity requires that this course be repeated on an annual basis for employees to remain eligible to drive entity vehicles.

Driver Name (Print)

Driver Signature

Date

Supervisor Signature

Date

Appendix 9

Sample Accident Reporting Instructions

Driver Instructions For Reporting Vehicle Accidents

Step 1: Stop, stay calm

Step 2: Turn on your emergency flashers as an immediate warning signal. Then do a quick evaluation of accident victims, if any, and provide assistance. Next, set out emergency warning devices on the roadway.

Step 3: Either contact local law enforcement personnel and your supervisor yourself or arrange to have someone do it for you. Be courteous and cooperative when providing information to authorities. Never admit guilt or liability at the scene of an accident. Never leave the scene of an accident.

Step 4: Write down names, license numbers and other information regarding the accident and those people involved in it. Draw a simple diagram of the accident scene. The more detail you can provide, the better it will be for insurance and/or legal purposes later. If you have a camera for use at the accident scene, document the situation with photographs from various angles.

Step 5 : After the vehicle has been secured, warning devices put in place, assistance rendered to injured person(s) (if any), and law enforcement personnel contacted, you (the driver) should communicate the accident to your supervisor.

Step 6 : Complete Vehicle Accident Report Form at the scene of the accident.
(*See Appendix 10 for Vehicle Accident Reporting Form*)

Appendix 10

Sample Driver's Report of Accident Form

Driver's Report of Accident

Accident/Incident Date:	Accident/Incident Time:
File Number:	Department Use Only:

Entity Driver Information (You may complete this section at your office)

Name:		Date of Birth:	
Job Title:	Employing Department/MailCode:	Work Phone Number:	
Driver's License Number:	Expiration Date:	Date Last Completed Defensive Driver Training?	Seat Belt On? <input type="checkbox"/> Yes <input type="checkbox"/> No

Entity Vehicle Information (You may complete this section at your office)

Vehicle Make:	Vehicle Model:	County Vehicle Number:
Vehicle License Plate Number:	Vehicle Color:	Odometer at time of accident / incident:
Describe Damages to County Vehicle:	<input type="checkbox"/> Minor	<input type="checkbox"/> Moderate <input type="checkbox"/> Major
Is this a rental vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide name of rental company	Is this a Personal Vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No

Accident Details (to be completed at the scene of accident/incident)

Location of Accident/Incident	Address:	City:	State:	Area Code:
Road Conditions:	Weather Conditions:			
Traffic Conditions:	How fast were you driving?	Est .speed of other vehicle:		

Other Driver / Vehicle Information (To be completed at the scene of accident/incident)

Driver's Name:	Date of Birth:	Driver's License No.:	State:	Expiration Date:
Home Phone Number:	Work Phone Number:	Number of Passengers in Other Vehicle:		
Driver's Address	Street:	City:	State:	Zip Code:
Registered Owner of Other Vehicle (If different from Driver)	Home Phone Number:	Work Phone Number:		
Owner's Address	Street:	City:	State:	Zip Code:
Other Party's Insurance Info	Insurance Co:	Address:	Phone Number:	Policy Number:
Vehicle Make:	Vehicle Model:	Year:	Color:	
Extent of Damages to Other Vehicle:	<input type="checkbox"/> Minor	<input type="checkbox"/> Moderate	<input type="checkbox"/> Major	
License Plate of Other Vehicle	Plate Number:	State:	Describe Damages to Other Vehicle:	

WITNESSES (To be completed at the scene of accident/incident)

Name	Address	Phone Number
Name	Address	Phone Number
Name	Address	Phone Number

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Passengers in Entity Vehicle (You may complete this section at your office)			
Name:	Address:	Phone Number:	Describe Injury (If Applicable)
Name:	Address:	Phone Number:	Describe Injury (If Applicable)

Passengers in Other Vehicle (To be completed at the scene of accident/incident)			
Name:	Address:	Phone Number:	Describe Injury (If Applicable)
Name:	Address:	Phone Number:	Describe Injury (If Applicable)

Describe How This Accident/Incident Occurred

Was There Any Additional, Non-Vehicle Property Damage?	

Check & Name Agencies Responding to the Accident/Incident Scene					
<input type="checkbox"/> Fire	<input type="checkbox"/> Ambulance	<input type="checkbox"/> Highway Patrol	<input type="checkbox"/> City Police	<input type="checkbox"/> Sheriff	<input type="checkbox"/> Other
Was a Report Made?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Accident Report Number:		
Investigating Agency:	Name			Address	
Date & Time County Operator was Notified of Accident/Incident					

Signature of Entity Driver _____
Date

To Be Completed by Supervisor			
Supervisor's Name:		Phone Number:	
In Your Opinion, Could This Accident/Incident Have Been Prevented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES, explain:
Comments or Recommendations:			

Signature of Supervisor _____
Date

Appendix 11

Sample Guidelines for Determining Non-Preventable/Preventable Accidents

Guidelines for Determining Non-Preventable/Preventable Accident

The following guidelines will be used by The Safety/Loss Control Committee for the purpose of determining accident preventability.

General guidelines – barring extenuating circumstances and maintaining the reasonable action standards, accidents are generally preventable if:

- Driver was inattentive or failed to accurately observe and assess existing conditions that contributed to an accident.
- Driver's speed was not consistent with posted (prescribed) limits or existing road, weather, or traffic conditions.
- Driver's speed precluded stopping within available clearances or assured clear distance.
- Driver misjudged (or did not confirm) available clearances (above, below, or on the sides) resulting in the striking of a fixed object.
- Driver failed to control the vehicle.
- Driver failed to yield the right of way resulting in an accident (or to avoid an accident).
- Driver failed to communicate the vehicle's presence or intended actions through the use of directional lights (signal flashers), horn, or other means.
- Driver was in violation of company operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic law or ordinance.

Struck in rear by other vehicle – Non-preventable if:

- Driver's vehicle was legally and properly parked: unless there were extenuating circumstances recognizable to the alert driver whose judgment should suggest "park elsewhere".
- Driver was proceeding in his or her own lane of traffic at a safe and lawful speed.
- Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal, or the directions of a police officer or other person legitimately controlling traffic.
- Driver was in proper lane, waiting to make turn, and was flashing a signal indicating his or her intention to turn.
- Driver's vehicle was disabled and was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting out or retrieving signals - except, see "Mechanical Defects Accidents" - except, if opportunity was available for driver to remove vehicle off road.

Preventable if:

- Driver was passing slower traffic near an intersection and had to make a sudden stop.
- Driver made a sudden stop to park, load or unload.
- Driver was improperly or illegally parked.
- Driver made any other type of unnecessary sudden stop.
- Driver's vehicle rolled back into vehicle immediately behind while starting on a grade.

Struck while parked – Non-preventable if:

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- Driver was properly parked in an area where permitted. - Unless there was extenuating circumstances recognizable to the alert driver, whose judgment should suggest "park elsewhere."- Unless there was off-the-road parking available.
- Vehicle was protected by emergency warning devices as required by DOT and state regulations, or if driver was in the process of setting or retrieving signals. The use of 4-way flashers as emergency warning lights under DOT regulations meets this provision for only the first 10 minutes.

Mechanical defect or breakdown accidents – Preventable if:

- Defect was of a type which driver should have detected during a proper pre-trip inspection of vehicle.
- Defect was of a type that the driver should have detected during the normal operation of the vehicle.
- Defect was caused by the driver's abusive operation of the vehicle.
- Defect was known to the driver but was operated regardless of this knowledge.

Side-swiped or head-on collisions – Preventable if:

- Driver was not entirely in the proper lane of travel.
- Driver did not pull to the right or left, slow down and/or stop for the encroaching vehicle lane when such action could have been taken without additional danger and to prevent a collision.
- Driver changed lanes without ascertaining that sufficient space was available or failed to signal intent, or give sufficient warning of intent, to change lane.
- Driver was weaving to the right or left, thus crowding the passing vehicle.

Striking other vehicle in rear collisions – Non-preventable if:

- Other vehicle rolled backward while starting on grade.
- Driver's vehicle was stopped but was hit from behind and pushed into other vehicle.

Preventable if:

- Driver failed to maintain safe following distance and have the vehicle under control.
- Driver failed to stay alert and ascertain that traffic was slowing down or that vehicle ahead was moving slowly, stopped, or slowing down.
- Driver misjudged rate of overtaking vehicle.
- Driver came too close before pulling out to pass.
- Driver started up too soon or too fast for vehicle ahead.
- Driver failed to leave sufficient room for passing vehicle to get safely back in line.
- Driver was passing and misjudged approaching traffic, and returned to right lane too fast.

Accidents at intersection – Non-preventable if:

- Driver was stopped in compliance with traffic sign or signal or at the direction of a police officer or other person legitimately controlling traffic.

Preventable if:

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- Driver failed to control speed so that the vehicle could stop within available sight distance.
- Driver failed to check cross traffic and wait for it to clear before entering intersection.
- Driver pulled out in the face of oncoming traffic.
- Driver collided with person, vehicle, or object while making a right or left turn.
- Driver collided with vehicle making turn in front of him. Driver had collision with vehicle coming from either side, regardless of location of traffic signs or signals or whether light was green.

Backing accidents – Preventable if:

- Driver backed up when backing could have been avoided by better route planning.
- Driver backed into traffic stream when such backing could have been avoided.
- Driver failed to get out of cab and check the immediate situation and proposed path of backward travel.
- Driver depended solely on mirrors when it was practicable to look back.
- Driver failed to get out of cab periodically and recheck conditions when backing a long distance.
- Driver failed to sound horn while backing.
- Driver failed to check behind vehicle parked at curb before attempting to leave parking space.
- Driver backed from blind side when a sight-side approach could have been made.
- Driver failed to use a guide (spotter) to help back, or depended solely on a guide.
- Driver relinquished all responsibility to guide.

Accidents while passing or being passed – Preventable if:

- Driver passed where view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.
- Driver attempted to pass in the face of closely approaching traffic.
- Driver failed to warn driver of vehicle being passed.
- Driver failed to signal change of lanes.
- Driver pulled out in front of other traffic overtaking from rear.
- Driver cut-in short returning to right lane.
- Driver failed to stay in own lane of traffic.
- Driver failed to hold speed or reduce speed to permit other vehicle to pass safely.

Accidents while entering traffic (merging) – Preventable if:

- Driver failed to signal when pulling out from curb.
- Driver failed to check traffic before pulling out from curb.
- Driver failed to look back to check traffic if he was in position where mirrors did not show traffic conditions.
- Driver attempted to pull out in a manner that forced other vehicle(s) to change speed or direction.
- Driver failed to make full stop before entering from side street, alley, or driveway.
- Driver failed to make full stop before crossing sidewalk.
- Driver failed to yield right-of-way to approaching traffic.

Accidents involving pedestrians and bicycles – Non-preventable if:

- Pedestrian or bicycle driver collided with driver's vehicle while it was legally parked or stopped.

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Preventable if:

- Driver did not reduce speed in area of heavy pedestrian traffic.
- Driver was not prepared to stop.
- Driver failed to yield right of way to pedestrian.
- Driver failed to stop when passing a streetcar or bus on the right.

Accidents involving rail operated vehicles (railroad crossings) – Preventable if:

- Driver attempted to cross tracks directly ahead of train or streetcar.
- Driver ran into side of train or streetcar.
- Driver stopped or parked on or too close to tracks.
- Driver failed to yield right-of-way to trolley.
- Driver failed to stop at the railroad crossing.

Miscellaneous accidents – Preventable if:

- Driver was making a "U" turn.
- Driver was pulling away from the curb or other parking space.
- Driver was entering traffic from a driveway, or private alley.
- Driver was giving a push or was being pushed.
- Vehicle moved due to faulty brakes.
- Driver left vehicle unattended (with or without motor running) and failed to set parking brake and wheel chocks.
- Collision with fixed objects - poles gates, light stanchions, etc.
- Non-collision accidents, such as an overturn, or running off road.
- Skidding accidents in which the vehicle is damaged because it jackknifes.

Appendix 12

Suggested Monthly Vehicle Maintenance and Inspection Schedule

Suggested Monthly Vehicle Maintenance and Inspection Schedule

1. Routine Service Schedule:

- Lube-Oil-Filer Every 3,000 miles
- Rotate tires and balance Every 5,000 miles

- Air Filter)
- PCV Valve)
- Brake Service)
- Front-end alignment) Every 12,000 miles
- Engine tune-up)
- Transmission Service)

- Shock absorbers)
- Automatic Transmission) Every 20,000 miles
 drain /refill)

- Differential drain/refill) Every 36,000 miles
- Wheel bearing package)

2. Every 3 months inspect the following: (make required repairs)

- All fan, A/C, power belts
- Radiator, heater, A/C hoses
- A/C, heater system
- Power steering
- Windshield wiper blades and arms
- Doors and windows

3. Every 6 months inspect the following: (make required repairs)

- Alternator/generator
- Battery
- Exhaust system, muffler, converter, tail pipe
- Emission control system
- Ignition system

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- Door locks and window mechanisms
- Fuel tank and suspension system

4. Annually inspect and/or conduct the following: (make required repairs)

- Comprehensive engine tune-up and analysis
- Comprehensive steering/brake system evaluation
- Comprehensive body/paint check
- Comprehensive evaluation of emission control system
- Drain, flush, and clean cooling system-refill
- Electrical wiring
- Suspension system
- Mechanical linkages
- Interior condition