

## Traffic Accidents

### 327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic accidents involving district vehicles and district personnel on official business. This policy applies to accidents involving any district-owned vehicle and to accidents any time district business is being conducted, regardless of who owns the vehicle involved.

### 327.2 POLICY

It is the policy of this district to investigate all district traffic accidents with the intent of learning the cause of the accident, identifying contributing factors and implementing corrective measures when appropriate.

### 327.3 REPORTING RESPONSIBILITIES

All district members involved in a traffic accident in a vehicle owned by the District or while conducting district business, regardless of who owns the vehicle, shall immediately report the accident to the appropriate local law enforcement agency and notify an on-duty supervisor.

All district members involved in a traffic accident shall also complete and submit to the supervisor a report of the accident, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Person In Charge (PIC) of traffic accidents.

Once notified of a traffic accident, the Person In Charge (PIC) is responsible for ensuring that the district investigation and review occurs in a timely manner.

### 327.4 TYPES OF REVIEWS

Traffic accidents subject to this policy will be classified, investigated and reviewed as follows:

#### 327.4.1 ACCIDENT LEVELS

- (a) A Level I accident is any traffic accident involving:
  - 1. Minor injury to any district member, a contract employee or an employee of another public agency when the injury does not result in treatment at an emergency treatment facility or in subsequent hospitalization.
  - 2. Minor damage to district property or vehicles.
  - 3. Minor damage to non-district property or vehicles while conducting district business.
- (b) A Level II accident is any traffic accident involving:
  - 1. Any injury to persons other than district members, except contract and other public agency employees noted in Level I.

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2. Any injury requiring immediate transport and treatment of any district member, contract employee or an employee of another public agency at an emergency treatment facility.
  3. Major damage to a vehicle owned or operated by the District or major damage to district property.
- (c) A Level III accident is any traffic accident involving:
1. The death or anticipated disabling injury of a member of this district.
  2. The death or anticipated disabling injury of anyone other than a member of this district, a contract employee or other public agency employee when the traffic accident involves any district member, vehicle or property.

### 327.4.2 REVIEW TEAMS

Reviews shall be conducted by the on-duty Person In Charge (PIC) or respective manager for Level I accidents.

Level II and Level III accidents will be reviewed by a Person In Charge (PIC) or respective manager and a Division Chief selected by the Fire Chief, a designated Health and Safety Officer or risk manager and a labor representative of the involved member. The Person In Charge (PIC) or manager is the team leader.

### 327.5 ACCIDENT REPORTS

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic accident, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

Reports involving Level I accidents will be submitted through the chain of command to the Division Chief in charge of the involved member. Reports involving Level II and Level III accidents will be submitted through the chain of command to the Fire Chief.

Following review by the Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the district's Custodian of Records for filing.

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic accident.
- (c) Accident scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility.

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Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.

- (d) Accident description: Describe the accident based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any district policies and procedures that are relevant to the accident. Assess the effectiveness of such policies and procedures as applied to the accident and with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any district policies or procedures, the Person In Charge (PIC) should recommend that the matter be submitted for the initiation of possible administrative action.

### **327.6 CONFIDENTIALITY OF DISTRICT ACCIDENT INVESTIGATIONS**

All internally generated reports, statements, photographs, diagrams and other materials shall be considered confidential and may not be released except as required by law. Copies of any accident reports obtained from involved law enforcement agencies shall also be considered confidential and subject to release only as authorized by law.