

166-POL-003 Analyzing Accidents

This policy applies to all accidents involving Community Transit vehicles.

1. Risk Manager Classifies and Determines Accident Status

The Risk Manager initially classifies any contact with vehicles, objects, and/or persons as an accident. After reviewing the accident information and completing any additional investigation deemed necessary, the Risk Manager determines whether the event is an **accident**, an **incident**, or an **unsubstantiated accident**.

We define "**accident**" as any occurrence involving a Community Transit vehicle that results in death, injury, other damage, or loss.

We define "**incident**" as any occurrence which does not result in property damage, injury, and/or loss. *

We define "**unsubstantiated accident**" as a situation in which we cannot determine the likelihood that a specific driver was associated with an accident and/or damage to property. **Unsubstantiated accidents** will not be included in an employee's record.

After completing the investigation, if the Risk Manager finds no loss to any vehicles, persons, or property, the Risk Manager will reclassify the **accident** to an **incident**. *

2. Supervisor of Training Determines Accident Preventability

The Supervisor of Training reviews the information on the accident report and may conduct any additional investigation or analysis considered important to determine the preventability or nonpreventability of an accident.

We define a "**preventable**" accident as any accident in which the driver failed to do everything within reason, according to National Safety Council (NSC) guidelines, to prevent the accident. We define a "**nonpreventable**" accident as any accident in which the driver did everything within reason, according to NSC guidelines, to prevent the accident.

* Paragraph revised

If the Supervisor of Training determines that the accident was nonpreventable, then no points will be assessed.

3. Supervisor of Training Assesses Points for Operator Error

The Supervisor of Training will assess points if analysis finds operator error present in the accident. Determination of operator error is based on the basic rules of defensive driving.

Category	Operator Error	Explanation	Points Assessed
1	Basic Rules of Defensive Driving	Not following basic tenets of defensive driving (<i>NSC Guidelines</i>). Examples include, but not limited to: <ul style="list-style-type: none"> • Following too close. • Failure to maintain adequate clearance. • Speed too fast for conditions. 	15

4. Supervisor of Training Assesses Points for Injuries

The Supervisor of Training will separate injuries into the two categories listed below:

Category	Explanation
1	Motor vehicle collision or on-board passenger injury.
2	Pedestrian or nonmotor vehicle collision injury (includes bike, skates, etc.)

The Supervisor of Training will count the total number of injuries sustained in the accident, classify the injuries, then assess points as follows:

Classification	Explanation	Points Assessed
1	Visible Injury Nondisabling	8
2	Disabling Injury Medically verified as temporary.	25
3	Disabling Injury Medically verified as permanent.	50
4	Fatality	100

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** Table revised

5. Supervisor of Training Assesses Points for Property Damage

The Supervisor of Training will assess points as indicated on the scale in Appendix A for damage costs for all property involved in the accident, including labor, parts, and materials. (*See Appendix A.*) Instead of actual costs, written estimates may be used.

If the accident judgment has already occurred and actual costs come in under the written estimate, the Risk Manager may downgrade the accident. If the accident judgment has already occurred and actual costs exceed the written estimate, the accident status will not be upgraded.

Cancels/Supersedes: April 1, 2005

See Also:

<i>Resolutions</i>	<i>Policies</i>	<i>Procedures</i>	<i>Tasks</i>	<i>Forms</i>	<i>Other</i>
	166-POL-002			Event Report State Accident Report Bad Order Form	Appendix A

Appendix A
to 166-POL-003: Preventable Accident Analysis

Property Damage Point Scale
(Insurance reserves may be used in lieu of actual costs.)

<i>Amounts In Whole Dollars</i>	<i>Points Assessed</i>
0 to 2,000	0
2,001 to 3,000	2
3,001 to 4,000	3
4,001 to 5,000	4
5,001 to 6,000	5
6,001 to 7,000	6
7,001 to 8,000	7
8,001 to 9,000	8
9,001 to 10,000	9
10,001 to 11,000	10
11,001 to 12,000	11
12,001 to 13,000	12
13,001 to 14,000	13
14,001 to 15,000	14
15,001 to 16,000	15
16,001 to 17,000	16
17,001 to 18,000	17
18,001 to 19,000	18
19,001 to 20,000	19
20,001 to 21,000	20
21,001 to 22,000	21
22,001 to 23,000	22
23,001 to 24,000	23
24,001 to 25,000	24
25,001 to 26,000	25
26,001 to 27,000	26
27,001 to 28,000	27
28,001 to 29,000	28
29,001 to 30,000	29

<i>Amounts In Whole Dollars</i>	<i>Points Assessed</i>
30,001 to 31,000	30
31,001 to 32,000	31
32,001 to 33,000	32
33,001 to 34,000	33
34,001 to 35,000	34
35,001 to 36,000	35
36,001 to 37,000	36
37,001 to 38,000	37
38,001 to 39,000	38
39,001 to 40,000	39
40,001 to 41,000	40
41,001 to 42,000	41
42,001 to 43,000	42
43,001 to 44,000	43
44,001 to 45,000	44
45,001 to 46,000	45
46,001 to 47,000	46
47,001 to 48,000	47
48,001 to 49,000	48
49,001 to 50,000	49
50,001 to 51,000	50
51,001 to 52,000	51
52,001 to 53,000	52
53,001 to 54,000	53
54,001 to 55,000	54
55,001 to 56,000	55
56,001 to 57,000	56
57,001 to 58,000	57
58,001 to 59,000	58

<i>Amounts In Whole Dollars</i>	<i>Points Assessed</i>
59,001 to 60,000	59
60,001 to 61,000	60
61,001 to 62,000	61
62,001 to 63,000	62
63,001 to 64,000	63
64,001 to 65,000	64
65,001 to 66,000	65
66,001 to 67,000	66
67,001 to 68,000	67
68,001 to 69,000	68
69,001 to 70,000	69
70,001 to 71,000	70
71,001 to 72,000	71
72,001 to 73,000	72
73,001 to 74,000	73
74,001 to 75,000	74
75,001 to 76,000	75
76,001 to 77,000	76
77,001 to 78,000	77
78,001 to 79,000	78
79,001 to 80,000	79

<i>Amounts In Whole Dollars</i>	<i>Points Assessed</i>
80,001 to 81,000	80
81,001 to 82,000	81
82,001 to 83,000	82
83,001 to 84,000	83
84,001 to 85,000	84
85,001 to 86,000	85
86,001 to 87,000	86
87,001 to 88,000	87
88,001 to 89,000	88
89,001 to 90,000	89
90,001 to 91,000	90
91,001 to 92,000	91
92,001 to 93,000	92
93,001 to 94,000	93
94,001 to 95,000	94
95,001 to 96,000	95
96,001 to 97,000	96
97,001 to 98,000	97
98,001 to 99,000	98
99,001 to 100,000	99
≥ 100,001	100

Cancels/Supersedes: April 1, 2005

See Also:

<i>Resolutions</i>	<i>Policies</i>	<i>Procedures</i>	<i>Tasks</i>	<i>Forms</i>	<i>Other</i>
	166-POL-003			Event Report	166-POL-003, Appendix A
				State Accident Report	
				Bad Order Form	

166-POL-006 *Administering Discipline for Preventable Accidents*

This policy applies to all employees with preventable accidents after all internal reviews of their accidents are completed.

1. *Employees Receive Counseling from Their Manager or Supervisor***2. *Employees Will Receive Training or Lose Driving Privileges***

Within 30 days of any preventable accident, the employee will attend a minimum amount of defensive driving training determined by the Supervisor of Training, Risk Manager, or the employee's manager or supervisor. Employees who fail to comply will lose their driving privileges.

3. *Cumulative Net Points Determine Severity of Employee Discipline* *

All employees with preventable accidents will receive discipline based on the cumulative point total assigned to their record after an accident, less any safe driving credits they have earned (See Section 6, below). Appendix A to this policy divides points from the Accident Analysis Point Scale (*166-POL-003, Appendix A*) into ranges and lists disciplinary actions associated with each point range. Disciplinary actions range from verbal and written reprimands, to suspensions of various lengths, to termination. (*See 166-POL-006, Appendix A.*)

4. *Exempt Employees May Receive Suspensions That Follow Labor Laws*

Should application of the point scale result in an exempt employee receiving a disciplinary suspension of less than a full work week, Community Transit may modify the discipline, as necessary, to avoid a change in the employee's exempt status under state and federal wage and hour laws.

5. *Employees Returning to Work Will Receive a Ride Check Before Driving* *

Before driving any company vehicle, employees returning from a suspension received as discipline for a preventable accident will pass a ride check. Training staff administer ride checks unless they previously received training under Section 2 for the accident in question.

* Paragraph revised

6. Earned Safe Driving Credits May Offset Accident Points **

An employee with no preventable accidents in a 12-month period will earn 15 credits; credits may accumulate to a maximum of 50 credits (four years of accident-free driving). Credits may be applied against points earned as the result of preventable accidents, except in the case of a preventable fatality.

In determining an employee's credits for accident-free driving, Community Transit will use a "look back" method. Under this approach, when an employee has a preventable accident, the Supervisor of Training will review that employee's driving record (Community Transit vehicles) to determine whether the employee, by driving safely for full years prior to the just-occurred accident, has earned safe driving credits. For purposes of this determination, the employee's safe driving period will be deemed to end the day before the preventable accident. The look back period would be from the day before the accident to the later of the last preventable accident this employee had or their date of hire or four years. The employee will receive 15 credits for each full 12 months of continuous safe driving to a maximum of 50 safe driving credits. Credits will not be awarded on a pro rata basis for partial years.

7. Preventable Fatalities Result in Loss of Job or Loss of Employment **

In preventable fatality accidents, an employee who has accumulated the maximum credits possible given their length of service will have their privileges to drive company vehicles rescinded. If the employee's job requires driving a company vehicle, the company will place the employee in lay off status, eligible for rehire, and assist the employee in applying for jobs at Community Transit they are qualified to perform. Other employees who have preventable fatality accidents will be terminated and will be ineligible for rehire at Community Transit.

8. Management May Direct Additional Training

The Supervisor of Training, the Risk Manager, or department managers may decide that employees involved in vehicle-related events receive additional training.

** New paragraph



Policy

166-POL-006

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9. Supervisor of Training Documents All Training

Cancels/Supersedes: April 1, 2005

See Also:

<i>Resolutions</i>	<i>Policies</i>	<i>Procedures</i>	<i>Tasks</i>	<i>Forms</i>	<i>Other</i>
	166-POL-003				166-POL-006, Appendix A
	166-POL-004				166-POL-003, Appendix A
	166-POL-005				

Appendix A *
to 166-POL-006 **Discipline Based on Accident Analysis Point Scale**

<i>Net Points¹</i>	<i>Disciplinary Action</i>
0 to 15	Verbal reprimand (written)
16 to 22	Written reprimand
23 to 33	One-day suspension
34 to 44	Two-day suspension
45 to 55	Three-day suspension
56 to 66	Four-day suspension
67 to 77	Five-day suspension
78 to 88	Six-day suspension
89 to 99	Seven-day suspension
100	Eligible for termination
Fatality	See Section 7 of 166-POL-006

Cancels/Supersedes: April 1, 2005

See Also:

Resolutions Policies Procedures Tasks Forms Other

166-POL-003,
Appendix A

* Table revised

¹ After applying safe driving credits earned (see Section 6, 166-POL-006)