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SUBJECT TRAINING: ACCIDENT REVIEW COMMITTEE	SECTION 08	PAGE 1 of 14	EFFECTIVE DATE 07/01/01

VIII. SAN DIEGO FIRE AND LIFE SAFETY SERVICES ACCIDENT REVIEW COMMITTEE

A. PURPOSE

To reduce the number of vehicle accidents by:

1. Determining the cause and preventability of each accident.
2. Recommending and taking effective corrective action.

B. SCOPE

This regulation applies to all employees of the San Diego Fire and Life Safety Services.

C. POLICY

It is the policy of the San Diego Fire and Life Safety Services to:

1. Encourage all employees to practice policies and procedures which will reduce accidents.
2. Provide employees with vehicles which are maintained in a safe operating condition.
 - a. All department personnel shall report safety discrepancies of vehicles to immediate supervisor.
 - b. Maintenance records of vehicles involved in accidents may be reviewed by the Accident Review Committee if deemed necessary.
3. Train employees in the safe and proper method of operating vehicles.
4. Review all vehicle accidents to determine how they occurred in order to prevent future similar accidents.
5. Strictly enforce all City-wide and department policies and procedures which have been developed to reduce vehicle accidents.

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D. DEFINITION

The following definitions are purposely broad so that employees report any injury or damage, including minor contact with a vehicle, thereby triggering a supervisory evaluation to determine if the incident requires a report and additional review:

1. Motor Vehicle Accidents includes either of the following types of incidents:
 - a. Traffic collision - any accident involving a City vehicle (or private vehicle operated on "C" or "CP" mileage) resulting in death, injury, or property damage, when directly attributable to the movement of the vehicle. This includes all incidents, whether they are intentional or unintentional acts and whether the vehicle is in motion or stopped.
 - b. Industrial incidents - any incident where the operation of any City motor or industrial vehicle by a City employees causes death, injury, or property damage, when it is being used for the industrial purpose for which it was designed, rather than as a motor vehicle. This includes specially designed equipment used as a motor vehicle and industrial vehicle.
 - c. Accident while in vehicle training - any employee, who drive and operate a City vehicle during an authorized training program, remain responsible for the consequences of their actions. Reports will be taken as required. Accidents occurring in a controlled training environment, such as the Fire Academy, will not be noted in the employee's accident history.
2. All vehicle accident forms and pictures shall be properly completed, including a Police Department report if required, to the Driver Training Officer in the Training and Safety Division

E. ORGANIZATION

1. The Appointing Authority shall review the accident to determine the accident is Preventable/non-Preventable, its Category or no accident.
2. The Appointing Authority shall then contact the Local 145 representative of the specific division and inform them of his/her determinations.
3. The Local 145 representative will then contact the involved individuals and advise them of the Appointing Authority's decision.

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4. If the employee agrees, the Appointing Authority will compile the necessary forms and forward them to the Driver Training Officer.
5. If the employee disagrees, the Appointing Authority will submit the forms to the Driver Training Officer. and request an Accident Review Committee be convened.
6. The review of vehicle accidents shall be accomplished by a Review Committee or the Review Committee Chairperson in each division. The composition of the Review Committee shall consist of five voting members, who shall be:
 - a. Chairperson

The Battalion Chief charged with the responsibility of the vehicle involved in the accident. Where a Chief Officer is involved in the accident, a higher ranking Chief Officer shall chair the committee and participate as a voting member.
 - b. One first-line supervisor, other than the immediate supervisor.
 - c. One person of equal rank.
 - d. Driver Training Officer
 - e. Assistant Director of Maintenance and Material or designee
7. In addition to the above voting members, the following non-voting personnel will participate:
 - a. The employee involved in the accident.
 - b. The immediate supervisor of the employee involved in the accident.
 - c. The Chief or his/her representative (optional).
 - d. Other crew personnel if decided necessary.
8. An employee organization representative, if requested by the employee involved in the accident, may be present. The employee shall submit a request for an organization representative, via FD-7, to the Health and Human Resources Division, together with the Employee Accident Report.

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9. Alternates for voting members should be selected to avoid a delay in the review process.

F. PROCEDURE

1. Accident Review boards are scheduled by Health and Human Resources on days acceptable to participants.
 - a. The Chairperson shall contact the Driver Training Officer as soon as possible after the accident to coordinate the scheduling of the place and time for the accident review. The scheduling shall allow for the Accident Investigation and Driver Training Officers to participate as voting members in all accident reviews.
 - b. If a scheduled accident review is canceled, it shall be the responsibility of the Chairperson to reschedule it as soon as possible and make notifications. The Driver Training Officer Administrative Analyst in Health and Human Resources shall be notified of the new review date, time, and location.
2. Chairperson Procedural Outline
 - a. Upon Receipt of Packet
 - 1) Notify the Company Officers of driver's ARC date. No time off should be granted on that date for anyone needed at the ARC, except for pre-planned Leave of Absences.
 - 2) Place on your calendar. Every attempt must be made to completely process an accident within 60 days. If there is potential for you to not be present on the review date, keep the packet in a place where the on-duty Battalion Chief will be able to locate.
 - b. Prior to Review Date
 - 1) Arrange to have all witnesses present if they could have contributed to incident, or if driver/operator request their presence.
 - 2) Have one peer and one first line supervisor (from outside station) present for ARC.

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- 3) Remind all parties involved, via telephone or page, or ARC (date, time location) at least one (1) shift in advance.
- 4) Immediately notify the Assistant Human Resources Officer or the Driver Training Officer of any schedule changes.
- c. Date of Review

Personnel involved in an ARC are not available for response.
- d. During Review
 - 1) Distribute copies of accident report to ARC members.
 - 2) Allow driver and witnesses to discuss the incident with ARC. Questions are asked as needed.
 - 3) Prior to excusing the non-voting members, the Driver Training Officer will review AR 75.12, pg. 6, Accident and Category Definitions (Preventable, Non-Preventable, Category 1, 2, 3).
 - 4) The Driver Training Officer has ballots for voting. Chairperson tallies votes and retains the ballots. Inform the driver of the outcome only, not the vote tally.
- e. After Review
 - 1) Collect all accident reports, ballots and photos. Include these with the package returned to Health and Human Resources.
 - 2) A critique of the incident may be appropriate for those present. This may prevent a reoccurrence.
 - 3) Report ARC findings on RM-1555. Provide detailed explanations of extenuating circumstances influencing the ARC's decisions. The ARC is for the driver ONLY. Employees, other than the driver, who are potentially culpable for the incident are subject to a fact-finding at the Chairperson's discretion. This fact-finding and any accompanying discipline occurs outside of the ARC.
3. The Driver Training Officer will provide the Chairperson/Committee with the following:

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- a. City Manager's Vehicle Collision Review Board Report (RM-1555).
 - b. Fire Department Accident Regulations.
 - c. Supervisor's Vehicle Accident/Industrial Incident Investigation Report (RM-1555).
 - d. Supervisor's Accident Investigation Worksheet (RM-1567A). Required only if the Police Department did not investigate the accident.
 - e. Employee Vehicle Accident/Industrial Incident Damage Report (RM-1551).
 - f. Police Accident Report.
 - g. Vehicle Maintenance Records, if needed.
 - h. All other reports, material, or testimony deemed appropriate or requested by the Review Committee.
4. Passenger/crew members and supervisors may also be held responsible for any acts or omissions which may contribute to an accident, and should be present at the ARC review if appropriate.
 5. It shall be the Company Officer's responsibility to ensure the safe backing of apparatus. All personnel shall participate in backing with the Officer in a position to observe the maneuver. The Company Officer will ensure that all safety procedures are observed and train his/her personnel in the proper backing procedures.

Acts and omissions shall be documented on forms RM 1551 and RM 1555 and submitted to the Driver Training Officer.
 6. Any employee who may have contributed to the accident, shall have an opportunity to appear before the Committee to present evidence related to the accident. The employee will be provided with an opportunity to rebut the information. Discipline, if appropriate for employees other than the driver, will be outside this policy.
 7. Following a review of all reports and relevant materials, the Chairperson may determine those accidents which are clearly NON-PREVENTABLE and require no further action or review.

For all other accidents, the Committee shall make a finding of whether the accident was "PREVENTABLE," "NON-PREVENTABLE" OR "NO VEHICLE ACCIDENT."

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a. Preventable:

Accidents in which the employee was at fault or where the accident could have been prevented by utilizing defensive driving techniques.

b. Non-Preventable:

Accidents in which the employee was not at fault, nor could have reasonably been prevented due to the circumstances of the situation, or by using defensive driving techniques.

c. No Vehicle Accident:

Incidents involving a vehicle when:

- 1) Damage results from other than the operation of the vehicle, or another vehicle, for example, a parked vehicle is struck by a tree limb or a golf ball.

8. If the accident has been determined to be PREVENTABLE, the Committee shall make a recommendation to the appointing authority as to the category of preventability.

9. For purposes of this regulation, the term PREVENTABLE shall have three categories:

a. Category 1:

An accident which has occurred because of misjudgment of clearance, failure to drive defensively, or not anticipating the other vehicle's movements.

b. Category 2:

An accident which has occurred because the City employee has violated City or Department rules, policies, or procedures.

c. Category 3:

An accident which has occurred because the employee has flagrantly or willfully disregarded safety.

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10. The Committee shall recommend appropriate corrective action including training, re-training, and equipment modification. The Committee shall not recommend disciplinary action.
11. The Chairperson of the Committee shall complete the lower portion of Form RM1555 - This report shall include a summary of the accident, along with the Review Committee's findings, conclusions, and recommendations.
12. The Appointing Authority shall review all the factors involved in each accident in determining what, if any, disciplinary action will be imposed on the employee. The disciplinary guidelines in S.I. 05 Section VIII, Part G are to be used by the Appointing Authority to determine the appropriate level of discipline. If the Appointing Authority disagrees with the recommendations of the Committee, the accident may be referred to either the same Committee for reconsideration or a new Committee formed in accordance with Part E. The Appointing Authority or Department Head will then make the final decision in reviewing the Committee's findings, conclusions, and recommendations. The Appointing Authority will ensure that the Committee's recommendations for training and re-training are implemented.
13. After action has been taken, the Appointing Authority shall forward a completed copy of Form RM-1555 to the Department head or his/her representative, who will review for compliance with the regulation (especially Part F.4 supervisory omissions). After the Department Head or his/her representative completes his/her review, Form RM-1555 shall be forwarded to the Secretary of the Accident Review Board. The Department Head should ensure that the employee is informed of the results of the accident review within five working days/shifts of this review.
14. Health and Human Resources shall submit quarterly reports on Form RM-1570 - "City Manager Vehicle Collision Review and Prevention Program Quarterly Report," to the City Manager via the Secretary of the Accident Review Board.

G. DISCIPLINARY GUIDELINES

1. Preventable vehicle accidents are grounds for disciplinary action. All disciplinary action for PREVENTABLE vehicle accidents shall be administered in accordance with Civil Service Commission Rules and Procedures.

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2. In any given three (3) year period, the following guidelines shall apply, unless the appointing authority determines that there are extenuating circumstances:

Refer to AR 75.12 for detailed discipline guidelines.

3. In addition, the following infractions shall result in suspension of at least one eight-hour work period (unless the appointing authority determines that there are extenuating circumstances):

- a. To drivers if they fail to:

- 1) Properly report a vehicle accident.

The procedures are as follows:

Immediately notify fire communications via radio or telephone (858) (974-9891), and give the following information:

Nature of accident
Number of injured
Type of damage
Apparatus identification
Type of assistance needed

Within 48 hours, complete and forward the following forms:

RM-1551 Vehicle Damage Report
RM-1555 Supervisors Vehicle Accident Industrial
Investigation Report

Fire Communications will notify the Police Department and appropriate Chief Officer(s).

- 2) Appear before the Review Committee when so directed without good reason.

- b. To Captains/Chief Officers when an accident results and they fail to:

- 1) Train employees who drive City vehicles in City and departmental policies and procedures.

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- 2) Check out an employee in the safe operation of each type of vehicle the employee drives (Exception: pool sedans). Refer to Standard Instruction 5, Section V, Driver Training.
 - 3) Investigate and take appropriate action on a reported unsafe vehicle or vehicle accident.
 - 4) File the Supervisor's "accident Forms" within 48 hours or within 2 working days of the Supervisor's work schedule.
 - 5) Prevent an unlicensed employee or an employee impaired to operate a City vehicle.
4. It will be the responsibility of the Fire and Life Safety to insure that drivers and/or defensive drivers training be administered within the time guidelines in S.I. 05, Section VIII, part G 2(f)
 5. It will be the responsibility of the Health and Human Resource Division to insure that all records regarding safety, injuries and accidents shall be maintained in departmental employee personnel jackets.
 6. Vehicle Code violations and/or violations of established safety procedures shall be cause for appropriate disciplinary action when observed by a supervisor, sustained by investigation of a complaint or citation.
 7. Establishment of safe working methods and enforcement of such methods is an integral part of the job of a Captain/Chief Officer. Failure to adopt reasonable safety rules and/or failure to enforce them shall be dealt with firmly.
 8. All employees shall be informed of the provisions of this regulation, and shall certify in writing on Form RM-1574 that they have been informed and understand its contents. Such certification shall be done upon hire.

H. CITY MANAGER'S VEHICLE ACCIDENT REVIEW BOARD

1. The purpose of the City Manager's Accident Review Board is to advise the City Manager on matters relating to vehicle safety. Specifically, it will:
 - a. Review and analyze vehicle accident reports to discern trends.

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This information will be completed by the Fire and Life Safety Services Health and Human Resources Officer, using the Fire and Life Safety Vehicle Accident Analysis Report Form.

- b. Recommend policies, procedures and programs aimed at reducing the number of vehicle accidents.
 - c. Review the conclusions, recommendations and decisions of the Review Committees and Appointing Authorities in the administration of this policy in order to maintain high City standards and consistency.
2. The organization of the Review Board shall be as follows:
 - a. A Deputy Director (Deputy Chief in Fire and Life Safety) who shall serve as Chairperson from one of the following departments on a rotating six-month basis:
 - 1) Fire and Life Safety Services
 - 2) Park and Recreation Department
 - 3) Water Utilities Department
 - 4) Police Department
 - 5) General Services Department
 - b. A representative of the Police Department Traffic Division.
 - c. A representative of the Risk Management Department, Safety and Loss Prevention Division, who shall serve as Secretary of the Accident Review Board.
 - d. The City's Driver Trainer.
 - e. A Review Committee Chairperson on a rotating basis selected by the Review Board.
 - f. The City's Outstanding Driver.
3. The Chairperson shall convene the Board at least quarterly, or as necessary, in order to meet the objectives outlined in Section VIII Part H.
4. The Board shall report its findings and recommendations to the City Manager at least quarterly.

VEHICLE COLLISION REVIEW AND PREVENTION PROGRAM CERTIFICATION FORM

I certify that I have been instructed in and fully understand the contents of Administrative Regulation 75.12, Vehicle Collision Review and Prevention Program.

Supervisor Signature

Employee Signature

Date of Instruction

ACCIDENT REVIEW PROCEDURE ACKNOWLEDGMENT

I am aware that each Fire and Life Safety Services Operations Manual contains a copy of Fire and Life Safety's Accident Review Procedures, which is based upon City Administrative Regulation 75.12, and I have been advised of its contents.

Employee Name (Print)

Date

Employee Signature

I have made available a copy of the San Diego Fire-Rescue Accident Review procedures to _____ and advised him/her of its contents.

Supervisor's Name (Print)

Date

Supervisor's Signature

VEHICLE ACCIDENT REVIEW

To: _____ Date: _____

Ref: _____ Accident Number: _____

On _____, 200 __, the above employee was involved in an accident. The Fire and Life Safety vehicle involved was _____. This accident was determined to be preventable.

Previous Accident Record:

Acc. # _____ Date _____ Findings _____

Acc. # _____ Date _____ Findings _____

Acc. # _____ Date _____ Findings _____

Acc. # _____ Date _____ Findings _____

Acc. # _____ Date _____ Findings _____

According to available records, the employee has undergone the following training:

A. _____

B. _____

C. _____

The remaining portion of this form must be completed by the employee's Division chief and returned to the Personnel Officer.

Return Within 15 Days/Shifts

Action Taken:

☐

Demotion

☐

Suspension

☐

Reprimand

☐

Warning

☐

Termination

☐

Other Action _____