

# **VEHICLE AND INDUSTRIAL INCIDENT PROCEDURES FOR DRIVERS/BACKERS/SPOTTERS**

1. If there is contact between your city vehicle or privately owned vehicle (POV) on city business and anything else, then:
  - a. Stay at scene
  - b. Notify your Supervisor immediately, who will report to the incident location
  - c. Supervisor will determine if an incident has occurred, the driver cannot make this determination
  - d. BC/Supervisor will take all the necessary photographs of the incident
2. Police Report
  - a. Required if:
    - 1) Injury, or
    - 2) Damage to private property, or
    - 3) Incident occurred on private property.
  - b. Considered if:
    - 1) Official report can help driver's position in the incident review process
    - 2) For example, you have contacted another vehicle, it is the other party's fault, and there is only damage to city property.
3. Documentation
  - a. All forms in the vehicle incident envelope are for use in-the-field.
  - b. Transfer all information to the form fillable digital forms (must be typed).
  - c. Forms are found:
    - 1) M-Drive: >FORMS >Blank Forms >CD
    - 2) Vector Solutions: Training Division >Driver Training and Apparatus Information >Incident (Vehicle) Information >Incident Forms
    - 3) Web Portal: >Forms
  - d. Sketches can be hand drawn.
  - e. **CD-1551** Employee Vehicle/Industrial Incident Damage Report
    - 1) Each person that may have contributed to the incident needs to fill one out.
      - a) For example, the driver, the backers, or any other personnel guiding the apparatus, must each complete a CD-1551
  - f. **CD-1555** Supervisor Vehicle/Industrial Incident Investigation Report
    - 1) A separate CD-1555 is to be filled out for each CD-1551 submitted.
    - 2) For example:
      - i. The captain is the backer and the driver hits something while backing
      - ii. The driver completes a CD-1551, and the captain would fill out a CD-1555 as the supervisor
      - iii. The captain (as the backer) also completes a CD-1551 and the BC would complete CD-1555 as the supervisor
4. Ensure forms are completely filled out (typed), signed and dated
5. Completed documentation must be submitted to the supervisor within 72 hours of the incident