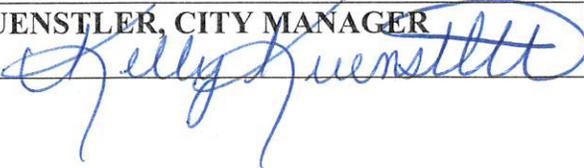




SECTION: HUMAN RESOURCES	REFERENCE NUMBER: B2
SUBJECT: ACCIDENT REVIEW COMMITTEE	EFFECTIVE DATE: 10/24/2019
FROM: KELLY KUENSTLER, CITY MANAGER 	LAST REVISION DATE: 03/01/1992

A. **PURPOSE**

To provide for a City-wide review of City employee-related accidents, involving injuries or damage to vehicles and/or property, in order to take all reasonable measures to ensure the safety of both employees and the public.

B. **DEFINITION OF TERMS**

1. Accident – An employee-related event which involves damage to property or injury to an employee or private citizen. This includes a City employee operating a City owned or leased vehicle or a privately-owned vehicle. Vehicle is defined in accordance with the Texas Transportation Code.
2. Chargeable – The employee was negligent or violated a federal, state or city law, policy or procedure.
3. Preventable – The employee did not take some type of evasive and/or defensive action to prevent the accident.

C. **RESPONSIBILITY**

1. This directive is applicable to all City employees.
2. The Accident Review Committee will:
 - a. Consist of the Risk Manager, Fire Chief, Police Chief, and Public Works Director.
 - b. Review Department investigations of accidents and injuries. The Committee may order an expansion of investigations as needed;
 - c. Be responsible for determining if an accident is preventable or chargeable;
 - d. Seek to identify systemic causes to accidents and recommend actions which may preclude recurrences;
 - e. Provide summaries of accident investigations, prevention issues, disciplinary actions, and/or recommendations for further remedial actions to Department Heads and/or the City Manager.

D. **PROCEDURES**

1. The Risk Manager will select accidents that may be considered chargeable for the committee to review and call meetings as necessary, but not less than once a year.

2. Notwithstanding the procedures of this Committee, all accidents will be investigated and reviewed by the employee's supervisor and their Department Head. Corrective action may be initiated by the Department prior to the Committee's review of any accident.
3. Department Heads are encouraged to thoroughly document any accident not forwarded to the Committee to prevent recurring accidents. If a pattern of recurrent accidents is noted by the Department Head, they have the option of asking the Committee to review all the accidents in the pattern and to make remedial action recommendations.
4. If an employee is required to appear before the Committee, they will be responsible for presenting any evidence and/or witnesses on their behalf.
5. Based on the circumstances and facts of the accident, the Committee will deliver a recommendation as to whether the accident was:
 - a. Chargeable, and/or
 - b. Preventable

If it is determined that the accident was chargeable and/or preventable, the Committee may recommend to the City Manager any accident prevention measures, reimbursement to the City, disciplinary action, and/or points to be assigned to the employee's driving record in accordance with Procedure Directive B5.

6. Any remedial or disciplinary action will be directed to the employee, and approved by the City Manager and will be documented. A copy will be maintained in the employee's departmental personnel file for a period not less than 36 months. The documentation will include a statement that if the employee is involved in another accident determined to be preventable and chargeable, then a more severe form of disciplinary action may occur.
7. If the employee has a history of violating City policy, which contributes to personal injury or property damage accidents, and has already received a similar type of follow-up action for such violations, the Committee's recommendation will not prevent the Department from imposing a more severe type of disciplinary action.
8. Employee acknowledgement of the Accident Review Form is not required if no action is taken against the employee as a result of the Accident Review Committee's deliberation.
9. If the employee does not agree with the recommendation of the Committee, the employee may request, in writing, an appeal of the findings/recommendations to the City Manager within five (5) days of being notified of the Committee's findings. The Risk Manager will coordinate the appeal meeting and serve as the Committee's representative. The City Manager will render a final decision.

E. **ATTACHMENTS**

A - Accident Review Form

ATTACHMENT A
ACCIDENT REVIEW FORM

Date of Accident: _____ Employee(s) Involved: _____

ACCIDENT REVIEW COMMITTEE REVIEW ON:

The circumstances surrounding this accident were reviewed by the Committee. Their findings and recommendations are as follows:

1. The accident was:

- A. Preventable: Yes _____ No _____; and/or

- B. Chargeable: Yes _____ No _____.

2. Recommended Action to be directed to the employee? Yes _____ No _____.

- A. That the employee be required to pay \$ _____ toward the repair costs;

- B. That the employee receive _____ points under the City's driver evaluation program;

- C. Additional training measures:

D. Disciplinary Action:

3. Recommended Action for the Employee's Department or Others? Yes _____ No _____.

- A. _____

- B. _____

COMMITTEE SIGNATURES:

Risk Manager

Police Chief

Fire Chief

Public Works Director

EMPLOYEE RESPONSE:

1. I agree disagree with the findings and recommendations of the Accident Review Committee.
2. I do do not desire to appeal these findings / recommendations to the City Manager.

Employee's Signature

Date

CITY MANAGER'S REVIEW:

1. Based on a review of the circumstances surrounding this accident, the following action is to be taken regarding this accident:

_____ A. Agree with follow-up action(s) recommended by the Accident Review Committee:

_____ B. Other:

City Manager

Date

Notes:

