



# CITY OF KINSTON

## Personnel Policy

Subject:  Vehicle Accident Review Board	Section: General Provisions		Review Responsibility: Director of Human Resources		
	Policy #: 7	Effective Date: 9/19/16	Rev. #: 2	Revision Date: 9/16/16	Page: 1 of 3
	Supersedes: 9/20/1993	Prepared By: <i>[Signature]</i>		Approved By: <i>[Signature]</i>	

### 1.0 Purpose

To establish procedures for reporting, investigating and analyzing all collisions and damages to City vehicles in an effort to reduce and minimize the frequency and severity of collisions involving city-owned vehicles and to support the process of identifying causes by aiding in the prevention of future vehicle collisions similar in nature and/or involving the same employee.

### 2.0 Departments Affected

All employees in all City departments.

### 3.0 Policy

3.1 A driver of a city vehicle involved in a collision shall immediately report the collision to the Police department or law enforcement agency having jurisdiction and to his/her Supervisor immediately or as soon as feasible.

3.2 All collisions involving, but not limited to, the following conditions, shall be reviewed by the Vehicle Accident Review Board (VARB):

- a) When a vehicle not owned by the City is involved
- b) When personal injury occurs
- c) When a non-employee is involved
- d) When damage to non-City property occurs
- e) When damage exceeds \$500.00

3.3 A police report, employee statement and photos shall be sent to the Assistant Director of Human Resources within three (3) days following an accident.

3.4 The VARB shall have one (1) regular meeting each month, scheduled on the second week of each month, at a set time and place determined by the board. Meetings may be added or canceled as needed by the Chair.

3.5 The members of the Vehicle Accident Review Board (VARB) shall be appointed by the City Manager and shall be composed of:

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- a. The Assistant Director of Human Resources
- b. The Public Services Safety Officer
- c. The Fleet Maintenance Superintendent
- d. A Fire Department Officer; Commander or above
- e. A Supervisor in one of the Public Utility departments
- f. A Police Officer; Corporal or above
- g. A Parks and Recreation employee; Crew Leader or equivalent
- h. A Police Officer from the traffic division (as a professional consultant)

#### 4.0 Responsibility

- 4.1 It is the responsibility of City employees to ensure safety at all times. In the event an accident takes place, notification of proper authorities and Supervisors shall be immediate. The VARB will review the facts, determine the cause and preventability, and make a fair and impartial recommendation regarding corrective action or disciplinary action to the employees' department head.
- 4.2 The Board will select a member to serve as Chair of the Board. The Chair of the Board shall be responsible for convening the Board and shall inform the City Manager following each monthly meeting of the results and recommendations of the VARB. The department head of any affected employee shall receive the full report within seven (7) working days of the date of the initial findings by the Board.
- 4.3 The Secretary, nominated by the VARB, shall prepare a summation of each meeting, listing each accident reviewed, its cause, findings or recommendations, and provide other clerical and administrative assistance.

#### 5.0 Procedures

- 5.1 The VARB shall investigate all vehicle accidents meeting the criteria in 3.2. or any other accident referred to the VARB by a department head. A department head may refer any accident to the VARB that, due to the circumstances involved, the department head believes should be reviewed. All reports, pictures, witness statements, and any other applicable City report may be used while the Board is conducting its investigation.
- 5.2 The driver of the City vehicle involved in an accident shall be required to appear before the VARB to present his/her account and any other pertinent information concerning the accident.
  - 5.2.1 The driver shall receive written notification of the meeting date, time and place three (3) days prior to the meeting.

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- 5.3 The VARB shall find and determine the following for each accident;
- a. Cause (s) of the accident
  - b. Preventability of the accident
  - c. Recommendation for avoiding recurrences
  - d. Recommendation for updating policies
  - e. Recommendation for disciplinary action, if warranted
- 5.4 The department head shall be solely responsible and accountable for imposing or not imposing the recommendations of the VARB and determining the nature and extent of such actions.
- 5.5 An employee guiding, directing, or riding with a driver involved in an accident may be called upon to provide information during a VARB meeting. Should the Board find shared responsibility by the employee for the accident, the Board may also recommend in its report shared disciplinary action for said employee.
- 6.0 Recommendations
- 6.1 The recommendation of the VARB relating to the appropriateness of imposing administrative and/or disciplinary action is to assist the department heads in assessing administrative or disciplinary actions for those employees involved in one or more accidents.
- 6.2 This policy and/or the recommendation(s) of the VARB are not intended to compel, limit, or prohibit department heads from imposing administrative and/or disciplinary actions in any case or at any time when he/she deems the facts or circumstances warrant such actions.
- 7.0 Records and Minutes
- 7.1 The records of the VARB and all recorded information for collisions shall be kept in the Human Resources department.