

Post Accident/Incident Guidelines

Any time a district-owned vehicle is damaged in any way or causes damage to any other property or there is any injury to any persons, it is to be reported to the transportation supervisor as soon as is reasonable or possible. The supervisor will then conduct an investigation to determine classification of the accident/incident and potential disciplinary action.

Failure by the driver/district employee to report any such occurrence holds severe consequences, up to and including termination.

Definitions

1. “Incident” is a minor occurrence that does not meet criteria to be reported as an accident. Incident reports will be filed in the transportation office only.
2. “Accident” is a driving related occurrence which results in any of the following:
 - a. An injury requiring medical or dental treatment.
 - b. Observable or measurable damage to property other than the transporting vehicle.
 - c. Damage to the transporting vehicle in excess of fifty dollars. Amount determined by cost of materials and labor hours.
3. “Preventable” is when the driver could have taken reasonable or defensive action to have helped prevent the accident.
4. “Chargeable” is where the driver is answerable as the primary cause of, or chargeable with the result of an accident.

Discipline

To be determined by the transportation supervisor or other appropriate supervisor. Degree of discipline dependent upon severity of occurrence. Appeal or grievance procedures are outlined in most current OSEA/District agreement.

Reports

The driver will cooperate with the transportation supervisor in completing all district and state required reports.