

Agency Name
Transit Policies and Procedures

Subject	Safety Officer & Committee for Accident Review
Section	Safety
Effective Date	
Approved By	
Approval Date	

Purpose

Identify a Safety Officer and establish a Safety Committee to review accidents and determine any appropriate action items.

Definitions

Accident: An event involving an Agency vehicle and a secondary vehicle which results in damage to one or more vehicles, property, or bodily injury and requires the response of law enforcement or emergency services personnel.

Procedure

Appoint a Safety Officer and assemble an Accident Review Committee to investigate and review accidents. The committee should consist of three senior employees with good driving records who are selected by the Transit Director.

Following an accident, the Safety Officer should study the accident report and perform additional investigation if needed to determine if the accident was preventable or non-preventable. The Safety Officer should submit a report of findings and recommended actions to the Transit Director to present to the Driver involved in the accident.

If the Driver disagrees with the Safety Officer's assessment, the Driver may submit an appeal to the Accident Review Committee. Appeals must be made within 10 days of the Safety Officer's report presentation. The Accident Review Committee should prepare a report of their findings along with any appropriate action items. The Transit Director should implement any action items.

Responsibilities

The Transit Director is responsible for requesting that an accident be reviewed by the Safety Officer, presenting the review findings to the employee involved in the accident, and implementing any action items. The Safety Officer is responsible for promptly investigating the accident and submitting a report of findings. The Accident Review Committee is responsible for hearing appeals and reporting findings and action items.