

City and County of Denver	POLICY & PROCEDURES	Public Works Department
Subject:		
VEHICLE ACCIDENTS		
Approved: 		Manager of Public Works
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GENERAL

This policy supersedes and replaces Public Works Policy Number 10-S004, Vehicle Accidents, dated July 1, 2007.

PURPOSE

This policy is established to provide equal treatment of all Public Works employees in the procedures for reporting, processing, and testing for drugs and/or alcohol when an employee is involved in job-related motor vehicle accident and/or property damage. This policy also applies to employees who drive their personal vehicles for official City business and receive mileage reimbursement.

POLICY


1. This policy is in compliance with Executive Order 3. Employees who use City vehicles or private vehicles for official City business are also subject to Executive Orders 25, 94 and 65.
2. An employee who has an accident, that is attributable to the employee, shall be subject to appropriate disciplinary action.
3. The agency's Accident Review Committee shall review all vehicle accidents to determine the cause of the accident and whether further training is needed to prevent future accidents.
4. Failure to comply with this policy by supervisors, Safety Officers, and/or employee(s) shall result in appropriate disciplinary action. However, failure by the supervisor and/or Safety Officer to perform their responsibilities under this policy does not excuse the employee from his/her responsibilities under this policy.

EMPLOYEE'S RESPONSIBILITIES IN CASE OF A MOTOR VEHICLE ACCIDENT

1. Stop your vehicle immediately. If the accident involves only property damage, move your vehicle to the side of the road or the shoulder of the road.
2. Show your driver's license and the vehicle registration to the other driver.
3. Check for injuries. Notify your agency dispatch operator if an ambulance is required.
4. Inform your supervisor immediately of the vehicle accident. If the immediate supervisor is not available, contact the safety office. Give the exact location and inform the supervisor and/or Safety Officer of any injuries.

NOTE: Employees involved in vehicle accidents and/or property damages (while on official City business) that occur after normal business hours, and/or employees who cannot reach their supervisor, shall contact the on-call Safety Officer and instruct him/her to respond to the accident.

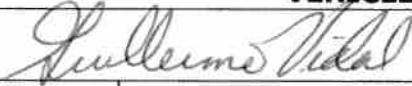
5. Do not move your vehicle until instructed to do so by a Police Officer, unless its location creates a dangerous condition. If we are on 'Accident Alert' do not move your vehicle until instructed to do so by your supervisor or the Safety Officer, unless its location creates a dangerous condition.

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6. You shall use emergency flashers, and if equipped, overhead lights, arrow boards, and traffic cones, to provide protection around the accident scene.

SAFETY'S RESPONSIBILITIES

1. Once you are notified of a vehicle accident, you are to respond immediately to the accident scene. If you and/or the supervisor determine that the police are required to respond, you are to ensure they are notified. In an accident involving minor property damage, you and the Supervisor may determine jointly that testing and notification of the Denver Police Department is not necessary. Otherwise, you are to ensure the police are notified and the procedures are followed to determine if testing is required.
2. Ask all parties involved if they need medical assistance. Request an ambulance if necessary.
3. Obtain statements from all parties involved and from any witnesses, include information such as:
 - Make certain the witness(s) actually saw the accident take place.
 - Record facts, not opinions.
 - Obtain name, address, and telephone numbers of all parties involved including witnesses.
 - Have the individuals date and sign their written statements.
 - If the non-city personnel involved in the accident or the witness(s) do not want to provide information to you, do not insist that they do so.
 - Determine whether City employees were using the seat belt/shoulder harness at the time of the accident.
4. Supply the employee with the City and County of Denver Vehicle/Property Report Form ADM. 110. The Safety Officer must complete their section of the report immediately upon receipt.
5. Photograph the entire accident scene including damage to all vehicles and/or property to record and preserve the accident scene.
6. Determine if the employee is required to submit to drug and alcohol testing. If the supervisor is unable to take the employee to OHSC for drug and alcohol testing (due to an emergency as determined by you) you shall transport the employee. During the after-hours, you shall notify the on-call medical staff at OHSC for testing.
7. The employee cannot drive until negative test results are obtained. Should an employee attempt to drive from the workplace, after testing positive, you are to instruct the employee that they cannot drive. Should the employee continue to drive their vehicle from the workplace you must notify the Denver Police Department immediately.
8. You and the supervisor shall investigate the accident to determine cause and fault to determine compliance with XO 94 and/or DOT regulations. A copy of the completed form ADM. 110 shall be forwarded to the Agency Director and Human Resources.
9. If you and the supervisor cannot agree on whether the employee is at fault, they shall contact the next level of supervision or the Safety and Industrial Hygiene Director to assist in the accident investigation.
10. If a Police Report was filed, you shall order a copy within 72 hours of the accident.

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MANAGEMENT'S RESPONSIBILITY

1. Every at-fault vehicle accident and/or property damage shall be reviewed for the appropriate disciplinary action up to and including dismissal.
 - Employees who have one at-fault high-severity accident and/or property damage may be dismissed.
 - Employees who have three significant at-fault vehicle accidents and/or property damages, within a one-year period may be subject to an involuntary demotion for a 30-day period.
 - If the employee has four significant at-fault vehicle accidents and or/property damages, or a combination thereof, within a two year period the employee may be subject to termination from employment.
2. Each employee with an at-fault accident and/or property damage shall attend the appropriate level of Defensive Driving Class per XO 65.

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