



ADMINISTRATIVE PROCEDURE

VEHICLE ACCIDENT REVIEW COMMITTEE

2806

Procedure No.

September 1, 2004

Date

- I. **PURPOSE:** To provide a working program for controlling vehicle operation in Prince George's County Public Schools (PGCPS) to obtain the highest standard possible for vehicle performance.

- II. **BACKGROUND:** Thorough and effective training represents one of the goals of PGCPS to reduce the number of vehicle accidents. An Accident Review Committee which will provide a systematic review of accidents in an attempt to prevent recurrence is integral to this effort to ensure safe operation and minimize financial loss.

- III. **DEFINITIONS:**
 1. Accident - Any incident in which a vehicle comes into contact with another vehicle, person or object which results in death, personal injury or property damage regardless of who was hurt, what property was damaged or to what extent, where it occurred, or who was responsible.

 2. Preventable Accident - Any accident involving a PGCPS vehicle in which the driver used poor judgment. The evaluation of such judgment by the Accident Review Committee is to be based on the predetermined loss prevention policies outlined in the Attachment.

 3. Accident Review Committee - A five member committee composed of a chairperson serving as secretary, a supervisory person, a driver trainer from the Pupil Transportation Department, a driver with five years of experience and a good driving record, and a union representative. The function of the Accident Review Committee is to review traffic accidents to determine whether the accident was preventable based on defensive driving techniques as outlined in the Attachment.

- IV. **PROCEDURES:**
 - A. When a PGCPS vehicle is involved in an accident, the driver is responsible for submitting a completed Driver's Report of Vehicle Accident, police reports, and supplemental information as outlined in Administrative Procedure 2805.5. This information is to be given to driver's immediate supervisor, who in turn forwards it to the Risk Management Office.

 - B. Each accident involving a PGCPS vehicle will be reviewed by the Accident Review Committee unless excused. A preliminary review of all



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vehicle accidents will be conducted by a transportation assistant or driver trainer so that employees will not be required to appear before the Accident Review Committee if no responsibility on their part is evident.

- C. The Accident Review Committee:
1. Will meet regularly, location and time to be designated by the Director of Transportation.
 - a. The committee shall not meet unless a quorum of four members are present.
 - b. A majority of the total membership of the committee shall constitute the committee's findings.
 2. Will summon drivers involved in recent accidents to appear before the committee to describe the accident and will accept information from persons having knowledge of the accident.
 3. Upon conclusion of review/and presentation of the facts, will ask the driver to retire from the room while the Review Committee deliberates case.
 4. Will determine whether the accident is "preventable" or "non-preventable" based on whether or not, in the committee's opinion, the accident could have been prevented using Maryland State Department of Education guidelines as outlined in "Determining Preventability of School Bus Accidents."
 5. Will recall the driver before the committee and inform him/her of the committee's decision, and what action he/she could have taken to prevent the accident.
 6. The committee's decision shall be in writing with a copy thereof to be furnished to the driver, the director of the department to which the employee is assigned, and a copy to be filed in the employee's personnel file.
- D. Following the Accident Review Committee's decision, if the driver wishes to appeal the decision that resulted from the committee's findings, the employee may do so by writing within ten (10) days to the director of the department to which the employee is assigned.



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- V. **RELATED PROCEDURES:** Administrative Procedure, 2805.5, Vehicle Accident Reporting.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure will be reviewed annually in August of each year by the Vehicle Accident Review Committee for modification and/or revision.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2806, dated August 15, 1996.
- VIII. **EFFECTIVE DATE:** September 1, 2004.

Approved by:
André J. Hornsby
Chief Executive Officer

Attachment: Preventability of Accidents

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11 and all Prince George's County Public Schools vehicle drivers