

Traffic Collisions

325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigating of traffic collisions involving District vehicles and employees on official business. This policy applies to collisions involving any District-owned or leased vehicle any time an employee conducts District related business, regardless of vehicle ownership or location of the incident.

325.2 POLICY

It is the policy of this District to investigate all District traffic collisions with the intent of documenting relevant information, learning the cause, identifying contributing factors, and implementing corrective measures when appropriate.

325.3 REPORTING RESPONSIBILITIES

All District employees involved in a traffic collision while driving a vehicle owned or leased by the District or while conducting District business, regardless of vehicle ownership, shall immediately report the incident to their immediate supervisor and an on-duty Battalion Chief. Employees shall notify law enforcement of all traffic collisions in a public right of way, and collisions outside of a public right of way when there is injury to any person.

325.4 PROCEDURE

Traffic collisions subject to this policy shall be reported, investigated, documented, and reviewed as follows:

325.4.1 RESPONSIBILITIES

- (a) Employees involved in a traffic collision:
 - 1. Call 911 to report any collision within the public right of way, or any collision outside of a public right of way where there is injury to any person. Alternatively, emergency response units may make this report via radio.
 - 2. Ensure an on-duty Battalion Chief is notified as soon as possible.
 - 3. If a traffic collision occurs while responding to an emergency or public request for service, notify the dispatch center immediately, place the unit out of service, and provide medical care to any injured.
 - 4. Unless it is necessary to leave due to scene safety concerns or to receive or provide patient care, remain at the scene until released by law enforcement or at the direction of an on-duty Battalion Chief.
 - 5. Fully cooperate with law enforcement and any internal investigation.
 - 6. For accidents while on an out-of-district wildland assignment involving wildland equipment, Contact the Wildland Coordinator as soon as possible and follow the requirements in the DFFM Annual Operating Plan.

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- (a) Collect all relevant information needed for a pre-investigation collision report (see required information in section 325.4.2 below).
- 7. For accidents that occur outside of the Tucson metro area while on official District business (i.e. conference/meeting to Phoenix) employees should:
 - (a) Call 911 to report any collision.
 - (b) Notify your immediate supervisor and an on-duty Battalion Chief as soon as possible.
 - (c) Remain at the scene until release by law enforcement.
 - (d) Fully cooperate with law enforcement and any internal investigation.
 - (e) Collect all relevant information needed for a pre-investigation collision report (see required below in section 325.4.2, below).
 - (f) Fully cooperate with District administration in identifying an appropriate provider to conduct a post-accident drug screening per Policy 1015 Drug and Alcohol Use and Testing.
- (b) On-duty Battalion Chief (Responded to the scene):
 - 1. Manage emergency resources to address scene hazards and patient care needs adequately.
 - 2. Notify law enforcement of the accident when indicated.
 - 3. Notify Fleet Services of the incident. Fleet personnel will determine the vehicle's safe operation.
 - 4. Notify the Division Manager of the incident as soon as possible.
 - 5. Ensure the administration of a post-accident drug screening per Policy 1015 Drug and Alcohol Use and Testing
 - 6. Collect all relevant information needed for a pre-investigation collision report (see required information in section 325.4.2, below).
 - 7. Complete a pre-investigation collision report and forward it to the Business Services Director and Assistant Chief of Administration Services within 24 hours of the incident. This would be for both accidents when responding to the scene and outside of the Tucson metro area.
- (c) Business Services Director:
 - 1. Coordinate with the District's insurance carrier
 - 2. Contact any responding law enforcement agency's to request a copy of all reports, citations, and photographs, and;
 - 3. Confer with legal counsel when applicable.
- (d) Assistant Chief of Administration Services:

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1. Ensure completion of the investigation report.

325.4.2 PRE-INVESTIGATION COLLISION REPORT

The on-duty Battalion Chief is responsible for completing the pre-investigation collision report and forwarding a copy to the Assistant Chief of Administration Services and the Business Services Director within 24 hours of the incident. The purpose of the report is to summarize facts about the incident, document actions taken, and collect pertinent scene information. The pre-investigation collision report must include the following:

- (a) Date and time of collision
- (b) District vehicle involved/Fleet Shop and VIN number
- (c) Name(s) of vehicle(s) driver(s) and occupant(s)
- (d) Location, e.g. westbound Ina Rd: approximately 100 feet east of La Cholla
- (e) Description of the incident
- (f) Description of actions taken by the on-duty Battalion Chief
- (g) Law enforcement information (if applicable), i.e. agency responding, name and badge #, report number, copy of citation, etc.
- (h) Photographs of the scene, vehicles involved, and damaged property
- (i) Driver's statement of events
- (j) Witness statements (employees)
- (k) Names of those injured (if applicable)
- (l) Names of witnesses and their contact information (non-employees)

325.4.3 INVESTIGATION REPORT

The Assistant Chief of Administration Services will appoint an investigator. The investigator is responsible for preparing and completing a written report describing the traffic collision, any contributing factors, all people and equipment involved, and recommendations for preventing a recurrence.

The investigator will forward a copy of the completed report to the Assistant Chief of Administration Services for review before a final review by the Fire Chief.

Following review by the Fire Chief, the completed report and all related documentation from the investigation will be forwarded to the District's Custodian of Records for filing.

A copy of the final report will be shared with the District's Health and Safety Officer and Business Services Director.

A completed report should include the following:

- (a) Investigation methods: Identify the agencies involved in the investigation and describe the investigation process, e., in-person interview, including the names of any persons interviewed, records reviewed, drug test data, citations, claims for damages, etc.

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- (b) People, vehicles, and equipment: List and identify all people, vehicles, and equipment involved in the traffic collision.
- (c) Personal injuries and damage to vehicles and equipment: List and identify all injured persons and describe all damages to property. Provide an estimated dollar amount to quantify damages to property.
- (d) Collision scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface conditions, and visibility. Include diagrams, drawings, photographs, and pertinent law enforcement reports.
- (e) Description of collision: Describe the collision based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment, and the actions of people involved.
- (f) Policies and procedures assessments and recommendations: Identify District policies and procedures relevant to the collision. Assess the effectiveness of such policies and procedures as applied to the collision and, with the intent of preventing future injury, property loss, or liability, make recommendations regarding changes.
- (g) If it is determined that an employee may have violated any District policies or procedures, the investigator must document the specific violations found with references to specific policies and statutes, if applicable.