

# Waterloo Vol Fire Department Standard Operating Guidelines

## VEHICLE ACCIDENT REVIEW BOARD POLICY

### I SCOPE

This standard establishes the Waterloo Vol. Fire Department's Vehicle Accident Review Board, hereafter referred to as the board. It was promulgated to:

- A. Require that a systematic review of every accident involving a motorized vehicle be conducted.
- B. Recommend to the Chief's Committee corrective actions that may be taken to prevent vehicle accidents.
- C. Recommend to the Chief's Committee that disciplinary action be taken when appropriate.

### II GENERAL

- A. The board shall conduct a standardized review of every accident involving a motorized vehicle owned or operated by the department.
- B. The membership of the board shall consist of the following positions:
  - 1. The department safety officer, who shall act as chair.
  - 2. One member from each of the following ranks: firefighter, driver and the captain. Each position shall be elected by the members holding the same rank.
- C. Members elected to serve on the board shall serve a term of one year.
- D. The election of select board members shall be conducted May monthly meeting.

### III PROCEDURE

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- A. Every vehicle accident shall be reviewed using the board guidelines listed below. A written report detailing the background of the accident, board results, and recommended actions shall be forwarded to the chief's Committee for each accident.
- B. A copy of the board's report shall be provided to each member involved in the accident, and a copy of the report shall be placed in the member's permanent personnel file.
- C. Disciplinary action shall be administrated as provided in the appropriate section of the department's rules, regulations, and procedures.

### IV GUIDELINES

- A. All accidents shall fall into one of these categories:
  - 1. Category One: Nonpreventable.
  - 2. Category Two: Driver part at fault.
  - 3. Category Three: Driver totally at fault.
- B. Category One accidents are those accidents in which no action could have been taken by the driver to prevent the accident. The board shall require that appropriate written report be filled and no disciplinary action be taken.
- C. Category Two accidents are those accidents in which the driver is judged to have been partially at fault and could have been prevented the accident. Disciplinary action may be recommended to the authority having jurisdiction.
- D. Category Three accidents are those accidents in which the driver was totally at fault. Disciplinary action shall be in direct proportion to the seriousness of the accident and shall range from a written reprimand to an indefinite suspension.  
Examples:

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Last Review Date: \_\_\_\_\_

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1. A written reprimand should be sufficient for a first offense when the damage was less than \$1,000.00 and there were no deaths or bodily injuries.
2. An indefinite suspension should be recommended when one or more of the following conditions were present:
  - a. The driver had multiple offenses during the previous 24 months.
  - b. The damage exceeded \$5,000.00.
  - c. There was bodily injury or death.
  - d. The driver was intoxicated or otherwise impaired.