

Fleet Accident Review Board

Whether your organization is a professional driving organization or some other type of business in which employees only operate company vehicles periodically (i.e.: municipality, school, university, non-profit organization), the importance of driver safety can't be underestimated. **What are you doing to ensure your drivers practice safe driving skills?**

An Accident Review Board (ARB) is an effective management tool to minimize injuries and protect property.

1. ARB Function

To determine if accidents are preventable or non preventable.

2. ARB Members

Chairperson (non voting member) plus five voting members are recommended. Members should include drivers, office personnel, and service personnel. It is recommended that members rotate on the Board.

3. ARB Member Responsibilities

ARB Chairperson shall set meeting dates. S/he shall provide all members with a copy of the company's policy on preventable and non preventable incident classifications. S/he shall also provide all members with a legible copy of the incidents that will be reviewed during the board meeting. (It is recommended that the drivers name and/or vehicle number be "blackened out" from a copy of the incident report before making copies for the board members' review.)

Voting members must vote on each incident to determine whether or not the incident was preventable or non preventable. No board member can review their own incident.

4. ARB Review Procedures

The Board's chairperson presents the facts about each accident under review. Accidents are referred to by a file number or date only. The driver's name should never be mentioned, nor should the driver appear in person before the Board. The driver is represented by data on the accident report and other factual information.

The accident facts are presented through the following information:

- Driver's accident report
- Company's investigation reports
- Police investigation reports
- Witness statements
- Insurance company investigation reports
- Diagrams, photographs, and other evidence

What are you doing to ensure your drivers practice safe driving skills?



After presenting the facts, the chairperson should guide the discussion. The first question is; "Could the driver have reasonably prevented this accident?"

The decision of the ARB should not be taken lightly. When a particular accident has been declared preventable or non preventable, a precedent may have been set that could influence decisions. Each case, however, is unique and must be judged on its own merits and circumstances.

5. The Decision

The driver's supervisor should inform the driver in writing of the Board's decision. If the accident was judged preventable, the reasons shall be given. A copy of the decision should be placed in the driver's personnel file.

6. Progressive Discipline Process

Improvements should be made as a result of this process. The following should be considered for a progressive discipline process. Drivers should be subject to the following discipline based upon their company driving experience during a 36 month period.

- 1st Preventable Incident: Written warning and one hour training program.
- 2nd Preventable Incident: Suspension from driving until successful completion of an 8 hour driver training program.
- 3rd Preventable Incident: Discharge or permanent reassignment to a non driving position.

7. Preventable Accidents

The following types of incident are generally considered preventable accidents.

- Backing Accidents
- Intersection Accidents
- Pedestrian Accidents
- Rear End Collisions
- Collisions with fixed Objects or Parked Cars
- Accidents while Passing or being Passed
- Accidents due to Mechanical Defect that should have been reported by the Driver
- Accidents due to Adverse Weather Conditions

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