



## Vehicle Post Accident Investigation

It is our company policy to fully investigate any incident or accident involving company-owned vehicles, or vehicles owned by company employees that are used for approved company business. Investigations will determine the root cause, contributing factors, whether the accident was preventable, and any corrective actions necessary to help reduce the risk of recurrence and promote safe driving practices among employees.

### Accident Investigation Roles and Responsibilities

1. The level of investigation and management response will be determined by the severity of the incident:
  - a. The investigation of incidents or minor accidents involving property only, where the vehicle remains drivable, is the responsibility of, and will be conducted by the driver and the driver's supervisor.
  - b. The investigation of accidents where vehicles must be towed, the employee was cited by authorities, or an employee or a third party is injured, shall be conducted by the Fleet Safety Coordinator.
  - c. Management may initiate any other investigations deemed appropriate.
  
2. The following information should be obtained as soon as possible by an uninjured employee(s) at the scene of the accident to document all relevant conditions. Activities should include:
  - a. Identifying and examining any factor or circumstance before, during and after the accident that may have influenced the outcome or the severity.
  - b. Interviewing and obtaining contact and insurance information of all other parties involved.
  - c. Obtaining witness contact information and witness statements. (The employee should also prepare his/her own witness statement.)
  - d. If feasible, and if safe to do so:
    - (i) Document the scene with diagrams, measurements, and photos (if applicable):
  
    - (ii) Examine and photograph the accident scene and all vehicles and structures involved, including damage resulting from the accident; and
  
    - (iii) Identify and documenting local businesses that have security cameras that may have recorded footage of the accident.
  - e. Obtain police report number (if applicable).

3. The fleet safety coordinator or supervisor will also obtain and review the following:
  - a. A copy of the police report to compare and confirm all information received.
  - b. Employee's most recent motor vehicle record to verify it was clear at time of accident (refer to company's motor vehicle record review policy).
  - c. Any surveillance footage of the accident from local businesses if it exists.

After reviewing the information supplied by the impacted employee(s), the fleet safety coordinator or supervisor will then prepare a written report of the investigation using information provided by the impacted employee(s) and any other relevant materials that he/she has obtained.

4. The fleet safety coordinator, human resources and/or management will do the following:
  - a. Determine if the accident was preventable, e.g., one in which the driver failed to do all that could be reasonably expected of them in order to avoid the collision.
  - b. Determine if a preventable collision occurred because an impacted employee(s) violated company fleet safety policies, failed to abide by traffic laws, engaged in distracted or impaired driving, etc.
  - c. Schedule a personal one-to-one meeting with the impacted employee(s) to discuss any findings and the agreed upon action plan which may include remedial training and/or possible disciplinary action such as restricted driving privileges, probation, or termination. This meeting will be scheduled as soon as possible after the preventability determination has been made.
  - d. Take disciplinary action against any employee who was found to have violated fleet policies that wholly or in part contributed to the accident. Such actions should be fair and consistent. Disciplinary action may include:
    1. Verbal warning
    2. Written warning
    3. Suspension
    4. Termination
  - e. Document and maintain all improvement action plans or disciplinary actions taken in the impacted employee's file.
5. The fleet safety coordinator, management and where applicable, safety committee, will determine the root cause(s) contributing to the accident and any preventative actions to be taken.

The driver may not be the root cause or in a position to have prevented the accident. Other factors may have contributed to the accident including management programs, vehicle selection criteria, hiring and placement procedures, training, vehicle inspection, vehicle maintenance, supervisor training and enforcement, etc.

All identified corrective actions will be assigned individual roles and responsibilities, due dates, and documented completion dates.

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