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## **DETERMINING PREVENTABILITY OF SCHOOL SYSTEM COMMERCIAL VEHICLE ACCIDENTS (OPS-P004)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for determining preventability of all school system commercial vehicle accidents.

The online version of this policy is official.  
Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Fleet Safety and Driver Trainer (FSDT)

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Operations Officer (COO)

### **4.0 DEFINITIONS:**

- 4.1 Incident: An accident involving contact with another vehicle, an individual or animal or any fixed object. Damage need not be incurred.
- 4.2 Accident: Any accident that involves fatal injuries, injuries involving medical treatment away from the scene, a vehicle has to be towed away from the scene, or property damage in excess of \$500.00.
- 4.3 Serious Preventable Accident: Any preventable accident in which a vehicle is determined to be a likely total loss or injury or injuries appear to be more than a treat and release injury.
- 4.4 Preventable Accident: An accident in which there was an action or actions the commercial driver could have taken to avoid the accident as determined by the accident review team. **This has nothing to do with cause.**
- 4.5 Non-Preventable Accident: An accident in which there was no determinable action or actions the commercial driver may have taken to prevent the accident.
- 4.6 Accident File: a file containing an accident number, all documents regarding a specific accident including police report, citations, witness statements, pictures and sketches (and the preventability review cover sheet).
- 4.7 Accident Register: A form (spreadsheet) listing all commercial vehicle accidents for a school year.
- 4.8 Accident Review Team (ART): A team of individuals designated by the COO to review all school system vehicle accidents to determine preventability. Members include the COO, Fleet Safety & Driver Trainer, Risk Manager/Safety Coordinator, Transportation Manager or Assistant Transportation Manager, Vehicle Maintenance Manager, Dispatcher, Department Head (when required) and a designated Lead Bus Driver or Driver Trainer.
- 4.9 Department Head: As it pertains to this procedure department heads are supervisors of commercial licensed drivers, i.e. warehouse, child nutrition, building maintenance.



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If, per drivers written statement, the driver admits they could have prevented an incident, the incident will not be reviewed per the following procedure, the FSDT will review, make preventability determination, and submit accident review summary to appropriate supervisor. All accidents and any incident in which preventability is in question will be reviewed per the following procedure.

### **5.0 PROCEDURE:**

5.1 School system commercial vehicle is involved in an accident. Accident Register is noted ([OPS-F002](#)).

5.1.1 Driver immediately notifies dispatch of the incident/accident.

5.1.2 Driver properly documents accidents by completing CMCSS Accident Form (ref. [TRN-F040](#)) stored in all CMCSS Owned vehicles.

5.1.3 Driver reports to dispatcher within 24 hours of accident

5.2 RMSC assembles the accident file and forwards a paper and/or an electronic copy of the file to all members of the Accident Review Team.

5.2.1 Meeting date and time or electronic reply return date are indicated with the file.

5.2.2 Special meeting can be called by the FSDT.

5.3 Each member of the team reviews the file independently and indicates their preliminary determination and reasoning on the Preventability Review Coversheet (OPS-F001) or by email if meeting is not held.

5.3.1 A Preventability Review Coversheet is not sent for electronic reviews.

5.4 The team meets to review, or reviews the pertinent information forwarded electronically, makes the preventability determination by consensus of all team members and makes a recommendation to the appropriate Department Head.

5.4.1 The Transportation Manager or Department Head is provided a copy of the Accident Review Summary (ref. OPS-F003) findings and recommendations

5.4.2 In the event a consensus cannot be reached, the COO will make the decision and the FSDT will forward this decision to the Department Head.

5.5 The Transportation Manager or Department Head schedules a meeting with the commercial vehicle driver to counsel and discuss the outcome of the preventability review and any further actions and provides copies of any written correspondence of this meeting to the FSDT to be placed in the ART file.

5.5.1 If the determination is non-preventable, file noted and procedure ends.

5.6 If the determination is preventable and the commercial vehicle driver disagrees with the decision he/she can appeal/grieve the decision in writing per the Employee Source Book (ref. [HUM-M001](#)) within five (5) days to the Director of Schools/designee.

5.6.1 Driver does not appeal/grieve and procedure ends.



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- 5.7 Driver appeals the decision.
- 5.8 File is forwarded to the Director of Schools/designee and driver interview is scheduled. Director of Schools/designee reviews the file and makes the final decision within 10 business days.
- 5.9 Director of Schools/designee notifies the commercial vehicle driver of the final decision and file is noted. This follows the grievance and appeal policies of the district.

### **6.0 PERFORMANCE MEASURES:**

- 6.1 We are determining preventability and measuring the number of preventable accidents per million miles traveled.

### **7.0 INTERACTIONS:**

- 7.1 Other procedures/processes/policies: [OPS-A001](#)
- 7.2 Safety Department and other departments that have commercial vehicles.

### **8.0 ASSOCIATED DOCUMENTS:**

- 8.1 Accident File
- 8.2 Preventability Coversheet (OPS-F001)
- 8.3 Accident Register ([OPS-F002](#))
- 8.4 Accident Review Summary (OPS-F003)
- 8.5 Employee Source Book ([HUM-M001](#))
- 8.6 CMCSS Accident Form ([TRN-F040](#))

### **9.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Accident Register	FSDT's computer	Indefinite	N/A	Hard Drive/ Secured Building
Accident File	FSDT's office	5 Years	Discard as Desired	Secured Building
Serious Accident File	FSDT's office	Indefinite	N/A	Secured Building
Police Department Accident Report involving Child Injury	FSDT's office	20 years	Discard as Desired	Secured Building



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### **10.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/23/05		Initial Release
5/19/05	A	Add Assistant Transportation Manager and Lead Bus Driver Trainer and "when required" to 4.7, add consensus reference to 5.4, add 5.4.1 & 5.4.2, add "any further actions" to 5.5, add Employee Source Book to and change seven days to five days in 5.6, add 6.4 & 6.5, change SO to RMCS in 7.0, update flowchart
9/08/05	B	Add definition for incident, remove serious accident definition and clarify accident definition.
1/10/06	C	Change 5.2, 5.2.1 & 5.4 to include electronic reviews, add 5.3.1 and update flowchart.
6/28/07	D	Add 4.3, renumber, add 4.10, add 5.1.1, 5.1.2, 5.1.3, expand 5.5, add 5.9, add grieve throughout, update flowchart
4/16/08	E	Change responsibility to Fleet Safety & Driver Trainer throughout procedure, update flowchart to reflect same.

### **11.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\*\*\* End of Procedure \*\*\***

# Determining Preventability of School System Commercial Vehicle Accidents

