

Central Texas College District Department Guidelines - Vehicle Accident Procedures Facilities & Construction Policies & Procedures Manual	
Policy No. 605	
Original Date: June 1, 2022	Review/Revised Dates: June 8, 2022

I. Purpose

The purpose of this policy is to set forth accident procedures for all Facilities and Construction drivers operating Central Texas College District (CTCD) owned, leased, or rented vehicles and equipment.

II. Scope

This policy applies to all CTCD Facilities and Construction employees to which the College grants the privilege of operating a CTCD owned, leased or rented vehicle or piece of equipment.

III. Reporting Accidents

Employees must notify their immediate Supervisor of any accident involving a vehicle or piece of equipment, personal or college owned, while on college business (failure to do so can result in disciplinary action). The employee shall complete an "Employee Injury/Incident Report Form," located on Etrieve, as soon as possible and submit to Risk Management.

IV. Accident Procedures for Drivers

A. In the event of an accident, the following procedures must be followed:

1. Obtain medical attention as necessary for any injuries sustained in the accident.
2. Notify the driver's Supervisor, Vehicle Maintenance Department (254-526-1149) and campus Police Department (PD). (254-526-1427) of the accident as soon as possible.
3. For on campus accidents, do not move vehicle(s). For off campus accidents, safely move vehicles out of traffic if necessary or as required by law.
4. Regardless of amount of damage involved, call the campus Police Dept. to report on campus accidents and 911 to report off campus accidents that result in an emergency situation.
5. With or without an officer present, exchange information with the other vehicle's operator (if applicable), minimally obtaining driver's license and vehicle registration information, insurance company information and contact numbers. Also, obtain the names, addresses, and telephone numbers of all witnesses.
6. Take photos of the accident/damage to submit with the Incident Report Form.
7. Do not admit fault or liability for the accident.
8. Complete an Incident Report Form, located on Etrieve, and submit to Risk Management (254-526-1347) and your Supervisor.
9. The College's insurance company may contact you to obtain accident information; you are required to work with your Supervisor if such contact is made.
10. Information and records regarding accidents will be maintained by the Risk Management Department.

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11. Any CTCD employee driver who finds themselves involved in a vehicle or equipment accident will be required to complete a drug test.

B. Other considerations when involved in a vehicle accident:

1. Be courteous.
2. Do not discuss any conditions or defects of the automobile.
3. Do not express any opinion or make guesses about the accident to anyone other than a CTCD Legal representative. i.e. "I may have been driving faster than I thought."
4. Make only factual statements to law enforcement officers in response to their questions. i.e. "the car slid" and not "I think the car slid maybe because of faulty tires"
5. Do not discuss the accident with anyone over the phone or in person unless they represent the College.
6. Refer all media questions to Bruce Vasbinder, Coordinator, Marketing and Outreach (254-526-1224).

V. Supervisor Accident Review

A. The purpose of accident review is to gather facts, identify causes, and take action to prevent future accidents. Most vehicle accidents have multiple causes. The root cause of the accident may involve factors other than the actions of the driver. Questions to be asked include:

- Does it appear to be driver error on the part of the employee, the other driver, or a little of both?
- Was there a mechanical problem?
- Was the employee adequately trained and supervised?
- Were department policies and procedures followed?

B. The Supervisor must complete the "Supervisor Injury/Incident Report Form" as soon as possible. Take action to prevent a reoccurrence by using recommended corrective action guidelines.

VI. Drug Testing

All CTCD Facilities and Construction employees involved in a vehicle or equipment accident are required to submit to drug testing. CTCD uses the Elms Creek Urgent Care Clinic for employee medical needs to include drug testing.

VII. Post-Accident Review

Post-accident reviews could consist of representatives from Risk Management, Campus Police, Vehicle Maintenance Department, and/or department Supervisor.

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VIII. Recommended Corrective Action Guideline

Corrective measures are designed and intended to encourage safe driving and shall be used whenever an employee is involved in an accident with a campus vehicle or equipment. Such measures may include but are not limited to:

- Driver training / education
- Modification of job assignment
- Driver observation / evaluation
- Counseling or disciplinary action
- Revocation of the employee's driving privilege

The following chart will be used as a guideline for corrective actions in response to at fault determination of an accident.

IX. Corrective Action Guidelines

Corrective Actions are based on accumulated points over a rolling 12-month period:

Points

1 Point = < \$1,000 Damage

2 Points = \$1,000 - \$5,000 Damage

3 Points = > \$5,000 Damage

1 point

- Defensive driving review with Vehicle Maintenance Supervisor
- Driving suspension until defensive driving review is completed
- Verbal counseling by Department Supervisor

2 points

- Defensive driving review with Vehicle Maintenance Supervisor
- Driving suspension until defensive driving review is completed
- Written discipline by Department Supervisor

3 Points

- Complete a State of Texas approved defensive driving course
- Driving suspension until defensive driving course certificate is provided to Department Supervisor.
- Written discipline by Department Supervisor

4 Points

- Complete a State of Texas approved defensive driving course
- Driving suspension until defensive driving course certificate is provided to Department Supervisor.

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- Written disciplinary by Department Supervisor
- Thirty (30) minute driver observation/evaluation by Vehicle Maintenance Supervisor or PD (to be scheduled ahead of time)

5 Points

- State of Texas approved defensive driving course
- Driving suspension until defensive driving course certificate is provided to Department Supervisor
- Written disciplinary with Department Supervisor
- Two (2) hour driver observation/evaluation by Vehicle Maintenance Supervisor or PD (to be scheduled ahead of time)

6 points

- Forward to Human Resources for action.