

DRIVER ACCIDENT/INCIDENT REVIEW POLICY

AT-FAULT EVENTS

Effective Date: July 1st 2018

PURPOSE: To define the in-house process for review of minor bus and minor van accident/incidents in which the Bus/Van driver is determined to be at-fault, regardless of whether or not charges are filed. The term "Accident/Incident" and/or "Incident" is defined to mean any incident which results in property damage and/or personal injury. This will be the internal process followed to determine what, if any corrective action will be taken after involvement in an at-fault accident/incident.

APPLICATION: This policy applies to all school bus, van and activity bus drivers.

PROCEDURE:

1. When an accident/incident occurs, the driver must immediately report it to the Bus Garage via bus radio or phone call to the Transportation Department at 704-245-6702 and the driver shall remain at the scene and not move the vehicle until permission is received from a Transportation Department Official.
2. When a driver is involved in an accident/incident, regardless of whether or not charges are filed, regardless of the amount of damage done, a Transportation Department Official will prepare and submit an accident/incident report (TD-25). This submission will include copies of all documents, photographs and videos pertaining to the accident/incident, and must be submitted immediately and no less than one (1) working day following the accident/incident.
3. A review panel including the Director of Transportation, Transportation Supervisor, Route Coordinator (and any other pertinent Transportation Official with knowledge of the accident/incident) will convene within a reasonable amount of time once all of the facts are gathered concerning the accident/incident. This review panel will evaluate the accident/incident documentation and assign a point value to the accident/incident utilizing the Accident/Incident Review Matrix below.
4. Within 5 days of the panel meeting date, a designated representative of the panel will notify the driver in writing of the result of the review panel and any action that the panel directs or recommends the driver take.
5. Drivers who receive a traffic citation for a moving violation while driving a RSS passenger vehicle could be subject to disciplinary action which may include suspension of their RSS driving privileges until the citation is resolved. The Division of Motor Vehicles (DMV) shall cancel the school bus certificate of any driver for the following reasons as stated in the NCDMV 19NCAC 03G.209. Conviction of any of the following motor vehicles moving offenses: passing a stopped school bus, careless and reckless driving, excessive speeding, following too close, violation while operating a school bus and/or activity bus. The complete listing can be located under "Cancellation of Bus Certification" found in the Drivers Handbook.

Accident/Incident Review Matrix

When an accident/incident is determined to be the fault of the driver whether or not charges are filed, the accident/incident review panel will review the accident/incident documentation, the bus driver’s NCDMV traffic record and internal driving history. The panel will then assign points (internal Transportation Department points) according to the following scale:

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| 1. | Property damage up to \$500 | 1-2 points |
| 2. | Property damage \$500 or more | 3 points |
| 3. | Knowingly leaving the scene of the accident/incident | 3 points |
| 4. | Student/passenger injury | 6 points |
| 5. | Minor injury to occupant of other vehicle(s) or pedestrian(s) | 4 points |
| 6. | Major injury to occupant of other vehicle(s) or pedestrian(s) | 6 points |
| 7. | Fatality due to the bus driver’s negligence of safety violation | 21 points |
| 8. | Previous “at-fault” accident/incidents in 3-year period (each occurrence) | 0-3 points |
| 9. | Past documented, confirmed complaints about the driver’s bus operating short comings, (including NCDMV Driver Education Specialist observations) | 0-3 points |
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- Accident/incident points are accumulated and maintained in the transportation department file for a revolving three year period.

The point totals derived above will be placed on the outcome list below to determine the proposed corrective action.

| <u>Accident/Incident Point Total</u> | <u>Proposed Corrective Action</u> |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 to 5 points Property damage | Letter to department file, documenting accident/incident and board reviews. |
| 1 to 5 points Property damage and/or minor personal injury | Post Certification Training (PCT) by NCDMV Driver Education Specialist in the specific area related to the cause of the accident/incident to be completed as soon as possible but no later than 30 days of panel review results. Letter to department file, documenting accident/incident and board review results. |
| 6 to 20 points | Post Certification Training (PCT) by NCDMV Driver Education Specialist in the specific area related to the cause of the accident/incident to be completed as soon as possible but no later than 30 days of the panel review results. Appropriate disciplinary action, may be recommended to the Director of Human Resources depending on the severity. Director of Transportation will address recertification. |
| NOTE: | Point accumulation shall not be the sole determining factor in recommendation for disciplinary action or termination of employment related to an accident/incident. |

- “Personal injury” severity determination will rest with the review panel. Minor injury claims, requiring little or no treatment, may be excluded from consideration by the panel.
- A Post Certification Course (PCT) may be completed for credit once every year dating from the past completion date of PCT. One credit of three points is the maximum credit allowed at any accident/incident review panel for completion of this course and written proof of attendance must be provided to the Director of Transportation.