

Polson City/Rural FIRE DEPARTMENT Operating Guidelines

Issued By: Chief John Ed Fairchild
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100.12 Motor Vehicle Crash Reporting

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Purpose:

The purpose of this policy is to provide guidance on investigating accidents / incidents.

Policy:

It is the policy of the Polson Volunteer Fire Department to investigate accidents / incidents of the following nature:

- Most apparatus and POV accidents (POV's while on PFD business). All incidents involving fire department equipment will be reported to law enforcement. The Senior Officer available will be called to determine the necessity of a full or condensed incident investigation. This decision is somewhat subjective but must error toward the conservative of a full investigation process. A condensed investigation is considered an exception to the rule.
- Any driver involved in an accident will be required to call the Senior officer and will not move the apparatus until advised by either Senior officer or at the request of Law enforcement. The scene is to be documented before apparatus is moved.
- All drivers' will be immediately tested for substances that are prohibited for operating equipment. This test will be conducted as quickly as possible from the time of the event.

Guidelines that will be considered in the decision process requiring a full investigation are:

- Estimated damage greater than \$750. (Insurance deductible is \$1,000)
- A damaged vehicle that cannot be transported under its own power.
- The member-driver receives a traffic citation.
- Other extenuating circumstances.
- Injuries that require medical treatment.
- Incidents that result in significant property damage.
- Any other accident at the discretion of the senior officer present

An investigation will begin within 48 hours of the incident and will be concluded within seven days of the incident. The investigation report will detail the root causes of the accident, a corrective action plan that will help prevent similar occurrences in the future, and recommendations for disciplinary action if necessary.

Procedures:

Vehicular Accidents:

The driver of the vehicle must provide a verbal report to the senior officer available as soon as feasible. Failure to notify will result in an immediate 30 day suspension from the department. It will be the Senior officers duty to call either the Asst. Chief and the Chief.

If the incident occurs during a response, consideration must be given to completing the response, but it is not a requirement. Normal information exchange must occur between PFD personnel and the affected public.

Immediately after the incident (as soon as feasible), the driver of the PFD vehicle will be suspended from driving PFD apparatus and the use of POV emergency equipment until such time as the accident receives a preliminary investigation and a decision is made to allow or disallow driving . This is usually performed by the senior officer available as long as he/she is not directly involved in the incident.

The driver of the vehicle involved in the incident must complete a written report within **six (6) hours** of the incident and submitted to the senior officer available.

Injury Incidents:

The immediate priority after an injury incident will be the appropriate treatment of the injured person(s).

All fire ground injuries must be reported the Incident Commander and/or Senior PFD Officer present as soon as possible. Other injuries while on PFD business or on PFD premises are to be reported to the Senior Officer available.

Investigation:

The Senior Officer available will appoint an ad hoc investigative committee within two days of the incident. The committee will consist of that Senior Officer (unless that officer was involved or is a direct witness), the departmental Safety Officer if available, and a representative group of three additional personnel (one from each station). If the Senior Officer available was involved, then the next most senior officer available will assume responsibility for the investigation.

The investigation committee will gather any and all information necessary to determine the cause(s) of the incident and to determine what measures are necessary to prevent similar occurrences in the future. If the incident is deemed preventable, the committee will also determine appropriate suspension, termination, and/or training attendance that may be necessary for those involved.

A preliminary report of the investigation findings will be prepared. The report will include a description of the incident, the immediate and root cause(s), and the corrective actions determined appropriate. A diagram of the incident should be included if it would add clarity to the investigation. The elected officers will assign primary ownership for completion of the corrective actions. Closure of the corrective actions and supporting documentation (if any) will be included in the final report. Final accident reports will be maintained in an accident file and if appropriate, in the individual personnel files of those involved.



Vehicle Accident/Loss Investigation Report

(This is not a claim form)

Fire Department _____ Date _____

Address _____

Name of Driver _____ Vehicle ID/Unit Number _____

Type of Vehicle _____

Date Driver Last Certified On Above Vehicle _____

Date of Accident _____ Time _____ Date Reported _____

Location of Accident _____

Roadway

- Straight _____
- Curve _____
- On Grade _____
- Level _____
- Hillcrest _____
- Dry _____
- Wet _____
- Muddy _____
- Snowy _____
- Icy _____
- Oily _____
- 2-lane
- 3-lane
- 4-lane
- Divided
- Rural
- Other _____
- Lanes marked
- Lanes unmarked
- No road detects
- Holes, ruts, etc.
- Loose material
- Other

Accident Occurred:

- At station
- Responding to emergency
- At emergency scene
- Returning from emergency
- Training
- Convention or parade
- Other _____
- Sleet

Type of Loss

- Personal injury
- Property damage
- Vehicle damage

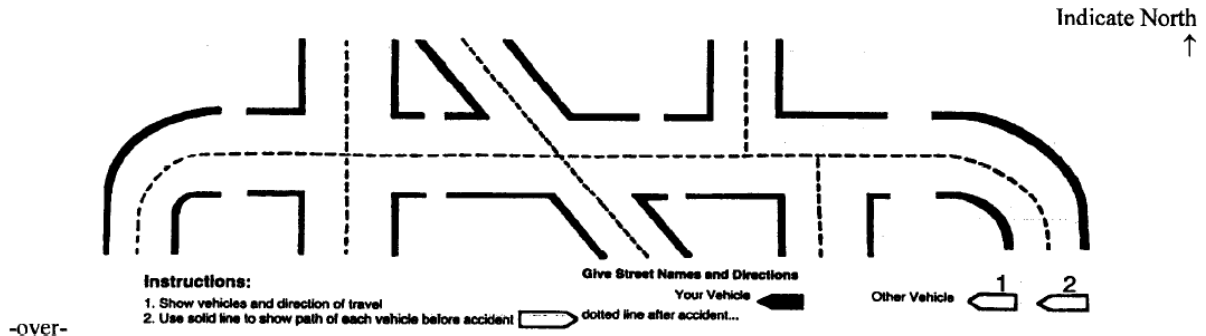
Weather

- Clear
- Rain
- Snow
- Fog
- Other _____

Description Of Accident _____

Motor Vehicle Diagram

Complete the following diagram showing direction and positions of automobiles involved, designating clearly point of contact.



Safety Analysis

What acts, failures to act and/or conditions contributed most directly to this accident? (Immediate Cause)

What are the basic or fundamental reasons for the existence of these acts and/or conditions? (Fundamental Cause)

What action has or will be taken to prevent recurrence? Place "X" by items completed.

Safety Supervisor's Comments

Driver's Signature _____

Date _____

Supervisor's Signature _____

Date _____

Safety Supervisor's Signature _____

Date _____