**Accidents & Incidents**

Any accident or incident must be IMMEDIATELY reported to the appropriate supervisor.

An individual’s failure to report an accident or incident is grounds for immediate termination.

An **accident** is one of the following two events:

1. when a company vehicle makes contact with an object or
2. when a physical injury or illness results from
   1. negligent driving or
   2. improper use of the lift or other controls of a company vehicle
   3. by an employee.

An **incident** is one of the following three events:

1. a physical injury or illness that is not the result of:
   1. negligent driving or
   2. improper use of the lift or other controls of a company vehicle
   3. by an employee
2. an accident that, through the application of this policy and in the discretion of management, has been downgraded to an incident;
3. an event that, in the discretion of management, should be recorded but did not result in the event being categorized as an accident.

An **accident** has four defining characteristics: (a) location/severity, (b) fault, (c) preventability, and (d) recordability.

|  |  |  |  |
| --- | --- | --- | --- |
| LOCATION/SEVERITY | FAULT | PREVENTABILITY | RECORDABILITY |
| On-Road | At-Fault | Preventable | Recordable |
| In-Yard | No-Fault | Not Preventable | Not Recordable |

**LOCATION/SEVERITY**

An **on-road accident** is one that occurs:

1. outside the company terminal or
2. inside the company terminal and is determined to be severe.

For the purposes of this policy, the following conditions are severe:

1. a surface dent that is
   * greater than 6 inches in diameter
   * penetrates the body material
2. any scrapes, scratches, or paint transfers that exceed 12 inches in diameter
3. any damage to body panels, bumper covers, or mirrors that is more than superficial
4. any damage to tire greater than just surface scuffing of tire sidewalls
5. any broken or dislodged mirrors
6. any cracked or broken lenses
7. any damage requiring extensive repairs or replacement parts such as body panels, moldings, or structural supports
8. any damage that places a vehicle out-of-service
9. any damage to a non-company vehicle

An **in-yard** **accident** is one that occurs:

1. inside the company terminal and
2. is determined to be not severe.

For the purposes of this policy, the following conditions are not severe:

1. any minor surface dents that

* do not exceed 6 inches in diameter
* do not penetrate the body material

1. any scrapes, scratches or paint transfer not exceeding 12 inches in diameter
2. any superficial damage to body panels, bumper covers, or mirrors
3. any surface scuffing of tire sidewalls
4. any minor mirror-to-mirror contact
5. any minor mirror-to-object contact
6. a bumper tap or scratch
7. any low-speed or tail-swing contact
   * not requiring immediate repairs or replacement parts
   * not placing a vehicle out-of-service

Whether an accident that happens inside the company terminal is severe enough to cause it to be treated as an on-road accident is a determination that will be made by the Safety Director in consultation with the body shop. The Safety Director shall use the following criteria in making that determination:

1. whether the action was non-intentional and, if so, whether the driver demonstrated either a willful disregard or an intentional indifference to the safety or property of others
2. speed
3. any disregard for safe driving or distracted driving practices
4. whether the accident was reported or not and, if so, on a timely basis (the failure to report remains a terminal offense)
5. no other at-fault or preventable accidents on-road of a similar nature in the previous year;
6. mandatory retraining session for each occurrence.

**FAULT**

An **at-fault** accident is a situation you caused.

A **no-fault** accident is a situation you could not avoid.

**PREVENTABILITY**

A **preventable** accident is a situation you could have prevented through the exercise of reasonable precautions.

A **non-preventable** accident is the same as a no-fault accident; it is a situation you could not avoid.

**RECORDABILITY**

An accident is **recordable** if:

1. a person receives immediate medical treatment away from the scene of the accident or
2. a vehicle is towed due to disabling damage.

If one of the previous two conditions is not met, the accident is **not recordable**.

**Accident Point System**

A point system will be utilized following an accident.

The points resulting from an accident will be assigned as follows:

|  |  |
| --- | --- |
| At-Fault Accident | Points |
| Recordable accident | 1.5 |
| Accident resulting in   * injury * physical damage to non-company vehicle * physical damage to company vehicle greater than a surface scratch of 24 inches | 1 |
| An injury resulting from improper driving or from improper use of the lift or other controls of the vehicle | 1 |
| An accident limited to surface scratches to a company vehicle of less than or equal to 24 inches | .5 |
| An accident not resulting in any damage or injuries | 0 |

|  |  |
| --- | --- |
| No-Fault Accident | Points |
| Any non-fault accident | 0 |

|  |  |
| --- | --- |
| In-Yard Accident | Points |
| No damage | 0 |
| Damage | .34 |

|  |  |
| --- | --- |
| Preventable Accident | Points |
| Any preventable accident | .5 |
| Hang ups requiring tows | .5 |

An employee will be terminated after reaching:

* 3 points within a one-year period or
* 4 points within a three-year period.

Points will drop off after 3 years.

Only a Vice President or the President of the company may revoke the termination. The employee, if not terminated, will be placed on a 60-day probationary period. If during that time it is determined that the employee has not improved their driving habits, termination may result.

**Other Accident Guidelines**

All accidents and incidents will be investigated. If the accident was determined to be either at-fault or preventable, the driver will face the following consequences:

|  |  |  |
| --- | --- | --- |
|  | 1st Offense | Subsequent Offense |
| Preventable Accident | Written Warning +  Retraining | Written Warning + Retraining +  Suspension |
| At-Fault Accident | Written Warning +  Retraining +  Suspension | Written Warning +  Retraining +  Suspension |

**EXCEPTION**: On the first occurrence of an accident or incident in which there is no physical damage or injury, an employee will not be subject to a suspension. A written warning and retraining may be required.

**If an accident is severe enough or in a situation involving a driver’s gross negligence, management—in its sole discretion—may terminate a driver’s employment regardless of the driver’s point level or accident history.**

**Other Accident Guidelines**

All employees are required to report any accident or incident, which involves:

* Motor-vehicle accidents or incidents involving a company-owned vehicle
  + Examples include but are not limited to incidents such as driving off a roadway to avoid an oncoming vehicle or getting the vehicle stuck on a snow mound.
* A work-related injury on or off the property
* A non-employee injury resulting from the operations or services of Lorenz