

BUS industry **SAFETY** council

Brought to you by **ABC Companies**

Human Performance Committee

**Topic: Establishing an Accident
Review Committee**

FMCSA- Preventable Accident is one which occurs because the drivers fails to act in a reasonably expected manner to prevent it.

National Safety Council- A preventable collision is one in which the driver failed to do everything reasonable to prevent it.

Reasonably

► Siri says:

1. “In a fair and sensible way”
2. “By fair or sensible standards of judgement; rightly or justifiably”
3. “Inexpensively”

National Safety Council defines defensive driving as driving to save lives, time and money in spite of the conditions around you or the actions of others.

ACCIDENT FACTS

- . Every loss is normally the result of a chain of events with one triggering event. If the chain of events can be broken, the loss can be prevented.
- . In motor vehicle collisions most all could be prevented by one or more of the drivers involved.
- . Professional Drivers are held to higher standards than any other motorist on the highway.

ACCIDENT FACTS

- . Professional drivers have a greater responsibility to prevent collisions and must be held accountable for their actions.
- . Anyone involved in an accident will rationalize their way out of responsibility. “This was not my fault because...”

Accident Review Committee/Board

- . All accidents do not need to be reviewed by the committee; striking fixed objects or parked vehicles, backing accidents, single vehicle collisions are preventable collisions.

Driver Notification

Notice of Accident Review

Driver Name: _____

Date: _____

Time: _____

The Accident Review Committee evaluates each accident in which a company owned vehicle is involved. After reviewing all of the material concerning each accident, the review committee determines whether the accident was Preventable, Non-Preventable or not an accident. After an accident is evaluated and classified by the committee, it is forwarded to the Safety Director for review and final disposition.

If you can not attend the scheduled date above, please notify the safety office as soon as possible for re-scheduling.

CC: School Bus
CC: Motorcoach
CC: HR

Driver Fails to Wear Seat Belt



Accident Review Committee/Board

- . All preventable losses must be:

Reported

Investigated

Analyzed

Preventability Determined

Follow-Up Action Taken

Results Communicated

Accident Review Committee/Board

- . All preventable losses must be:

Follow-Up Action Taken
Results Communicated

Accident Review Committee/Board

- . Decisions should be based solely on facts and all facets of the investigation considered. Speculation and the “drivers version” is sometimes not factual.

Accident Review Committee/Board

- Personalities should never enter into the decision process.

Accident Review Committee/Board

- . Preventability decisions must be communicated in writing to the driver(s) involved and the driver's direct supervisor.
- . The decision of the committee is a committee decision and is final and must be supported by all levels of management.

Accident Review Committee/Board

- . It is a corporate decision if appeals are allowed and it is recommended that they be allowed only if additional facts are revealed that were not known at the time of the initial decision.

Who is responsible for the safety in the company?

Drivers?

Operations?

Sales?

Maintenance?

Human Resources/Personnel?

Safety?

Owner / CEO / Boss?

EVERYONE !!!!

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Policy:

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- . To monitor trends in accidents and help develop proactive approaches for accident prevention.

Accident Review Committee Members:

1. Safety/Compliance Director

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2. School Bus Supervisor

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3. Motorcoach Supervisor

Accident Review Committee Members:

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4. Vehicle Maintenance Supervisor

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5. Sales Supervisor

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2. School Bus Supervisor
3. Motorcoach Supervisor
4. Vehicle Maintenance Supervisor
5. Sales Supervisor
6. Veteran Driver

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2. School Bus Supervisor
3. Motorcoach Supervisor
4. Vehicle Maintenance Supervisor
5. Sales Supervisor
6. Veteran Driver
7. ?

Accident Review Committee Members:

Committee members must be trained in the concepts of preventability and defensive driving.

The number of committee members should be a manageable number. Safety, Maintenance, Operations and a Driver.

Procedure:

- . The committee will meet monthly, weekly or as needed basis.
- . A majority consensus will determine preventability to the driver.
- . Local and Federal laws, policy/procedures.
- . If a determination can not be reached, the committee chair will make the determination.
- . The driver can appeal a preventable decision, only by providing additional information that was not previously presented.
- . The driver forfeits their right to appeal if they fail to appear before the initial accident review committee.
- . A formal request must be made in writing for the accident review date to be changed IF the driver can not appear on the initial date scheduled.

Procedure Non Preventable Accident/Consequences:

Up to 3 non-preventable accidents within 1 fiscal year:
Committee can assign:

- . Observation
- . Additional training or
- . General Manager/CEO disposition

Procedure for Preventable Accident/Consequences:

1st accident-conference with supervisor.

Committee can assign:

- Observation
- Additional training or
- General Manager/CEO disposition

Procedure for Preventable Accident/Consequences:

2nd accident-conference with Compliance/Safety Director.

Committee can assign:

- . Additional training or
- . General Manager/CEO disposition

Procedure for Preventable Accident/Consequences:

3rd accident-Sent to General Manager/CEO.

Committee can assign:

- . Additional training or
- . General Manager/CEO disposition

Remedial Training Options

- ▶ Observation

 - Ride-a-long (Inside the bus)

 - Outside (follow the bus)

- ▶ Training

 - Classroom

 - On-Line

 - Behind the wheel

Remedial Training Options

▶ Dismissal

Accident Review Committee Form

Driver: _____ Vehicle No: _____ Accident Date: _____
 Supervisor: _____ Department: _____ ARC Meeting Date: _____
 Police: _____ Chargeable: _____ Non-Chargeable: _____
 Non-Accident: _____

Factors Contributing to a Chargeable Accident

KRS, KARS, Miller Transportation Procedures, Policies, Manuals

<input type="checkbox"/> Speed for conditions	<input type="checkbox"/> Inattention
<input type="checkbox"/> Following too closely	<input type="checkbox"/> Distraction
<input type="checkbox"/> Failed to yield right-of-way	<input type="checkbox"/> Improperly watching backing
<input type="checkbox"/> Misjudged clearance	<input type="checkbox"/> Curves
<input type="checkbox"/> Turning	<input type="checkbox"/> Hills
<input type="checkbox"/> Braking of bus	<input type="checkbox"/> Other/explanation _____
<input type="checkbox"/> Steering of bus	_____

What Could The Driver Have Done To Prevent THIS ACCIDENT? _____

**NON-CHARGEABLE ACCIDENTS
CURRENT FISCAL YEAR**

1ST Supervisor Conference, and if checked:
 Observation
 Additional Training
 Gen. Manager/President

3rd Nonchargeable in one FY
 Additional Training
 Gen. Manager/President

4th Nonchargeable in any five year period
 Gen. Manager/President

CHARGEABLE ACCIDENTS

1st Supervisor Conference, and, if checked:
 Observation
 Additional Training
 Gen. Manager/President

2nd Compliance & Training Officer
 Additional Training
 Gen. Manager/President

3rd Chargeable or more in one FY
 Gen. Manager/President

Copy To: Driver
 Supervisor
 Compliance & Training

(Revised 1-14-2014)

DATE	CONFERENCE ADMINISTRATOR
_____	_____
_____	_____

Chairperson, Compliance & Training Officer

 (Driver Signature)
 I have read the information written on this form.
 I understand that my signature does not mean that I agree.

DRIVER OBSERVATION FORM
Circle one: LOUISVILLE or INDIANAPOLIS
Ride-a-long

Compliance & Training Office

DRIVER _____ VEHICLE # _____ DATE _____
 (Please Print)

- 1. Pre-trip inspection ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 2. L.A.B. test performed ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 3. Checks/adjust mirrors ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 4. Looks ahead 12-15 seconds ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 5. Backs correctly ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 6. Communication with passengers ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 7. Attitude ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 8. Ability to follow a route ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 9. Follows "CO" Procedures ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 10. Coach ability ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 11. Student Management ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 12. Appropriately dressed ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 13. Comprehension ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS

TOTAL SCORE: _____ PASS: _____ FAIL: _____

If score is less than 975, the driver has failed and requires additional training.
Three zero scores automatically requires additional training.

INSTRUCTOR: _____ DATE : _____

SUPERVISOR: _____ DATE: _____

ADDITIONAL TRAINING DATE: _____

DRIVER OBSERVATION FORM
Circle one: LOUISVILLE or INDIANAPOLIS
OUTSIDE THE BUS OBSERVATION

Compliance & Training Office

DRIVER _____ VEHICLE # _____ DATE _____
 (Please Print)

- 1. Traffic signals & signs ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 2. Use of turn signals ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 3. Speed/Conditions ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 4. Railroad procedures ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 5. Slows before braking ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 6. Following Distance ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 7. Door closed/moving ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 8. Bus drifts ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 9. Correct lane choice ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 10. Loading/Unloading ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS
- 11. Right hand turn ___ 0 POINTS ___ 25 POINTS ___ 50 POINTS ___ 75 POINTS ___ 100 POINTS

TOTAL SCORE: _____ PASS: _____ FAIL: _____

If score is less than 825, the driver has failed and requires additional training.
Three zero scores automatically requires additional training.

INSRTUCTOR: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

ADDITIONAL TRAINING DATE: _____

Other Remedial Training



Questions

