

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 75.12	Issue 10	Page 1 of 14
VEHICLE AND INDUSTRIAL ACCIDENT REVIEW, REPORTING, AND PREVENTION PROGRAM	Effective Date February 1, 2015		

1. PURPOSE

1.1 To reduce the number of *Vehicle* and *Industrial Accidents* by:

- a. Determining the cause and preventability of each accident.
- b. Recommending effective corrective action.
- c. Encouraging safe operating practices.
- d. Ensuring consistent adherence to City policies and procedures and State and Federal laws.

2. SCOPE

2.1 This regulation applies to all City departments.

2.2 This regulation applies to all City employees/volunteers who drive/operate or ride in any *Vehicle/Equipment* on City business, including privately owned vehicles (POV).

3. POLICY

3.1 It is the policy of the City of San Diego to:

- a. Encourage all departments to develop policies and procedures which will prevent and reduce vehicle and industrial accidents.
- b. Provide employees/volunteers with *Vehicles/Equipment* which are maintained in a safe operating condition.

(Supersedes Administrative Regulation 75.12, Issue 9, effective October 31, 1997)

Authorized By: _____

[Signature on File]
CHIEF OPERATING OFFICER

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- c. Train employees/volunteers in the safe and required methods of driving/operating City *Vehicles/Equipment* and acknowledgement of that training is placed in their personnel or volunteer file.
- d. Ensure employees/volunteers are informed of the provisions of this regulation, and certify the same in writing on form RM-1576 (City of San Diego/Operator I.D. Card) or on other City approved certifications. Such certification shall be obtained from their department upon hire.
- e. Consistently enforce all City policies and procedures to prevent and reduce *Vehicle* and *Industrial Accidents*.

3.2 It is the responsibility of all City *Drivers/Operators/Employees/Volunteers* and *Witnesses* (where appropriate) to:

- a. Utilize standardized procedures to report and investigate all *Vehicle* and *Industrial Accidents*.
- b. Report all alleged and actual damage to, or caused by, City *Vehicles/Industrial Equipment* or POV on City business. Failure to do so could result in disciplinary action taken by the department.
- c. Any City employee/volunteer who is a *Witness* to an accident involving City business and/or City property, has the obligation to report those *Vehicle* and *Industrial Accidents* to their supervisor.

3.3 This regulation is intended to comply with all recognized employee organization's Memorandum of Understanding and state law (such as, Public Safety Officers Procedural Bill of Rights Act and Firefighters Procedural Bill of Rights Act).

4. DEFINITIONS

The following definitions are purposely broad so that an employee's report of any injury or damage (including minor contact with a *Vehicle*) triggers a supervisory evaluation to determine if the incident requires a report and additional review.

4.1 Vehicle/Industrial Equipment – defined:

- a. Vehicle – Any type of motorized equipment, including any apparatus or trailer towed by a vehicle, which is generally licensed to operate on the public right-of-way by the State of California.
- b. Industrial Equipment – Any equipment, wheeled and/or tracked, driven/operated which is not licensed to operate on the public right-of-way by the State of California. This includes specially designed equipment having aspects of both *Vehicle* and industrial equipment.

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EXAMPLES:

Backhoe and similar construction equipment
Forklift
Vehicles/industrial equipment with automated appendage
All Terrain Vehicles (ATV)
Cart

- 4.2 Driver/operator/employee/volunteer – Any City employee/volunteer who is responsible for the operation of a *Vehicle/Equipment* while on City business and/or using City property.
- 4.3 Witness – Any person observing an accident.
- 4.4 Vehicle and Industrial Accident:
- a. Vehicle Accident – An incident involving City business and/or City property where the operation of a *Vehicle* results in death, injury, or property damage is directly attributable to the movement of a *Vehicle*.
- b. Industrial Accident – An incident involving City business and/or City property where the operation of a piece of *Industrial Equipment* results in death, injury or property damage is directly attributable to the operation of the equipment.
- 4.5 Training and Testing Accidents – Employees who drive/operate City *Vehicle/Industrial equipment* during authorized training programs and testing situations, remain responsible for the consequences of their actions and proper reporting procedures shall be followed. EXCEPTIONS are for those accidents occurring while:
- a. An employee/trainee is in a supervised training environment; and/or
- b. An employee/trainee is testing new *Equipment* under direct supervision.
- 4.6 Accident Reporting Forms – Employee Vehicle and Industrial Accident Damage Report (RM–1551). Supervisors Vehicle and Industrial Accident Investigation Report (RM–1555).
- 4.7 Severity of the Accident – The management evaluation of the extent and severity of the total property damage and any related injury or death. Levels of severity are defined as follows:
- a. Preventable - An accident in which the driver/operator/employee/volunteer was at fault and/or:
- could have prevented the accident by utilizing defensive driving techniques
 - violated City Municipal Code

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- violated California Vehicle Code (CVC)
 1. Category 1 - An accident occurring because the *driver/operator/employee/volunteer* of a City vehicle/industrial equipment, or POV on City business misjudged clearance or failed to drive defensively.
 2. Category 2 – An accident occurring because the *driver/operator/employee/volunteer* of a City vehicle/industrial equipment, or POV on City business was negligent and/or violated City and/or Department Instructions (DI) policies and procedures.
 3. Category 3 – An accident occurring because the *driver/operator/employee/volunteer* of a City vehicle/industrial equipment, or POV on City business, was under the influence of alcohol, drugs and/or other substances to any degree, per A.R. 97.00 (City Substance Abuse Policy), an approved departmental substance abuse policy and/or an applicable CVC, and/or who has flagrantly, willfully and/or deliberately disregarded safety.
- b. Non-Preventable - An accident in which the *driver/operator/employee/volunteer* was not at fault or could not reasonably have foreseen or prevented the accident by using defensive driving techniques.
- c. No Vehicle/Industrial Accident - When damage to *City Vehicle/Industrial Equipment* was the result of intentional damage, vandalism, potholes, road debris, acts of nature, etc.

4.8 Accident History – An employee's *Vehicle* and *Industrial Accident* history for the last consecutive three (3) year period (LCTYP) immediately preceding the accident in question.

The Risk Management Department’s Safety & Environmental Health Division (RM) is charged with recordkeeping for all *Vehicle* and *Industrial Accidents*. RM may be contacted for assistance with research of the driver’s accident history (619-236-6229).

4.9 Intentional Damage – Deliberate damage which occurs during an emergency response where upon review, it is deemed to be acceptable under the response requirements existing at that time of the accident (e.g. Police, Fire, and Lifeguard respondent).

4.10 Vandalism – Deliberate damage caused to *City Vehicle/Industrial Equipment*. Vandalism cases include sprays, scratches, defacing, damage or destruction. Application of City and/or Department approved bumper stickers is not considered vandalism.

4.11 Criminal Act – That which is directly intended to cause unlawful property damage, injury or death.

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- 4.12 Appointing Authority (AA) – For purposes of this Administrative Regulation, the AA is a Deputy Director or above and reports to a Department Head.
- 4.13 Risk Management Accident Review Board Liaison – Contact person for driver/accident recordkeeping.
- 4.14 Accident Review Committee (ARC) - An independent department level committee appointed by the Department Head composed of a minimum of three (3) voting members who review all accident related documentation (note: the immediate supervisor of any employee involved in an accident is excluded from ARC consideration in that case). Police and Fire follow Department Instruction (DI).
- 4.15 ARC Chair – An appointed City senior supervisor who presides over departmental ARC hearings. The ARC Chair will recuse him/herself from cases that involve a direct subordinate and find an appropriate replacement. The ARC Chair will break a tie vote. Police and Fire follow Department Instruction (DI).
- 4.16 Management Designee – An appointed City senior supervisor who acts in lieu of the Appointing Authority in the initial screening of vehicle/industrial accident cases. The appointment of the Management Designee is at the option of the Appointing Authority. The Management Designee does not participate in ARC hearings. The Management Designee determines how the accident shall be classified. Police and Fire follow Department Instruction (DI).
- 4.17 ARC Union/Bargaining Representation – Representation per the respective labor agreements/memorandum of understanding (MOU) and appointed by the union or bargaining unit representation.
- 4.18 Accident Review Board (ARB) – A committee appointed to advise City departments on matters relating to vehicle/industrial equipment safety. The ARB recommends policies, procedures, and programs aimed at preventing and reducing the number of vehicle/industrial accidents. The ARB also reviews the conclusions, recommendations and decisions of ARC and Appointing Authorities in order to maintain high City standards and consistency. Finally, the ARB assists RM with revisions and updates to various Administrative Regulations, policies, and driving references/resources. The ARB will meet at a minimum on a quarterly basis.
- 4.19 Working Day Suspension – Is defined as eight (8) consecutive hours for full-time, four (4) consecutive hours for half-time, or six (6) consecutive hours for three-quarter time employees.

5. PROCEDURE

The following are procedures for reporting a vehicle or industrial accident, conducting the follow-up investigation, and the administration of the ARC.

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- 5.1 Reporting of Vehicle/Industrial Accidents – *Driver/operator/employee/volunteer* must follow instructions on the Accident Report Envelope RM–361. The RM–361 is required to be kept in all City *Vehicles* and POV’s used for City business. Notwithstanding any emergency circumstances, notification of the incident must be made by all City employees/volunteers immediately by radio or phone to the Public Works Dispatch (619-527-7660) or designated dispatch (refer to specific department procedure for reporting guidelines) of any contact with *Vehicles*, pedestrians or objects, including minor contact without visible damage. Next contact your department, supervisor, and/or on-duty supervisor.

In any injury collision, keep the *Vehicles* in their position of rest until instructed by law enforcement. For property damage collisions (PDC) (no one is claiming injury), then *Vehicles* can be moved (ONLY IF NECESSARY) for safety reasons or to relieve traffic congestion. You MUST stay at the scene of the accident until law enforcement has completed their investigation.

All necessary *Vehicle* and *Industrial Accident* reports shall be processed upon supervisory determination of a *Vehicle* or *Industrial Accident*. *Drivers/Operators* are not authorized to make the accident determination.

- 5.2 If more than one *Driver/Operator/Employee/Volunteer* or *City Vehicle/Industrial Equipment* is involved or contributed to the accident, all parties involved shall complete a separate RM–1551.
- 5.3 If the circumstances of the accident are deemed to present a risk to the *Driver/Operator* or the public, the supervisor may make the recommendation to the *Appointing Authority* to immediately reassign the employee to a non-driving/operating position while the incident is being investigated. In the case of a commercial driver, see the City of San Diego, Employee Clinic Passport, DOT/FMCSA (RM–1694) for instructions related to drug and alcohol testing requirements. In these situations the *Appointing Authority’s* decision in this matter is final and not subject to appeal.
- 5.4 Within twenty-four (24) hours of the accident, all RM–1551 forms must be completed by the *Driver/Operator/Employee/Volunteer* and turned into his/her supervisor, unless there are extenuating circumstances.

The department must send a copy of the RM–1551 to RM within ten (10) calendar days of the accident. The supervisor has seven (7) calendar days from the accident date to complete all required documentation and submit the accident package (including RM–1555) to his/her *Appointing Authority* and/or Management Designee, unless there are extenuating circumstances.

- 5.5 Within twenty-one (21) calendar days after the accident, the *Appointing Authority* and/or Management Designee has the responsibility for making a preliminary finding as to whether it was preventable, *Non-Preventable* or a *No Vehicle/Industrial Accident* as defined per section 4.7.

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The twenty-one days (21) are a recommended guideline to be used in meeting the ninety (90) day completion requirement.

If the investigative agency (San Diego Police Department, California Highway Patrol, etc) report is not received in fourteen (14) calendar days, for each day following the fourteen (14) calendar days the report is delayed, a day will be added on a one for one basis. In those cases where the report is delayed, contact San Diego Police Department's (SDPD) Fleet Safety Sergeant (858-495-7825) to determine the report status. The investigative agency CVC violations noted in a police report are not necessarily indicative of fault. If there is any doubt or question regarding the accuracy of the law enforcement findings, the *Appointing Authority* or Management Designee shall contact San Diego Police Department's (SDPD) Fleet Safety Sergeant (858-495-7825) for technical assistance prior to making a preliminary finding.

5.6 All reports that are screened by the Appointing Authority or Management Designee and found to be *Non-Preventable* or a *No Vehicle/Industrial Accident* will be forwarded per department instructions.

5.7 Those accidents screened by the Appointing Authority or Management Designee which are found to be preventable, must have the preliminary finding (including the category designation) forwarded to the *Driver/Operator/Employee/Volunteer* and his/her supervisor via a copy of the RM-1555 within seven (7) calendar days of the preliminary finding. The seven days (7) are recommended guidelines to be used in meeting the ninety (90) day completion requirement. If the *Driver/Operator/Employee/Volunteer* agrees with the findings, the RM-1555 is forwarded to the *Appointing Authority* for issuance of the discipline, then to the Department Head to be signed.

If the *Driver/Operator/Employee/Volunteer* disagrees with the preliminary finding, he/she must notify the *Appointing Authority* or Management Designee (with a copy to his/her supervisor) of his/her disagreement, in writing, within fourteen (14) calendar days (SDPD will follow department procedures) from the date they received notice of the preliminary finding. Such disagreements will result in an *ARC* hearing.

5.8 It is the responsibility of the *ARC Chair* to schedule a hearing of the *ARC* to review any *Preventable* category accidents which have been challenged by a *Driver/Operator/Employee/Volunteer* in writing. The *ARC Chair* and members of the *ARC* shall have access to, and use of, all law enforcement reports, material and testimony it deems appropriate.

5.9 The *ARC Chair* may require that any City *Employee/Volunteer* involved in an accident, or any employee/volunteer that was a witness to the accident, be available at the *ARC* hearing.

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- 5.10 A *Driver/Operator/Employee/Volunteer* requesting an *ARC* hearing will be provided all of the documentation regarding the vehicle accident at least seven (7) calendar days prior to the hearing. His/her designated representative shall also receive this documentation.
- 5.11 In the case where a finding is contrary to the placement of fault listed in the investigative agency's collision report, the *ARC* shall request a formal review by the San Diego Police Department. A SDPD Division officer will review the collision report for accuracy and present his/her findings before the *ARC* and if needed the *Appointing Authority* or Management Designee. Only after the formal review and presentation have taken place, may a finding contrary to that listed in the collision report be reached. The SDPD Fleet Safety Sergeant (858-495-7825) will be the point of contact for scheduling a formal review.
- 5.12 At the conclusion of an *ARC* hearing the *ARC Chair* shall complete the *ARC Findings/Recommendations* and *Accident History* sections on RM-1555. The final *ARC* accident package to the *Appointing Authority* shall include the investigative agency's collision report, RM-1551, and *ARC* findings.
- 5.13 The *Appointing Authority* shall review the complete accident package prior to imposing the discipline. The *Appointing Authority* may return the package for additional investigation. Discipline will be commensurate to the circumstance of the incident and the recommendations of the *ARC* and/or the initial screening. Discipline may be increased, decreased, or eliminated, from the recommended appropriate discipline per the Matrix of Discipline. The *Appointing Authority* must document the extenuating circumstance(s) that justifies any departure from this Administrative Regulation (i.e. the Matrix of Discipline) which must be reviewed and approved by the department head prior to issuance of any discipline or no discipline and a copy then sent to the *ARB*, per section 5.17 of this AR.
- 5.14 The *Appointing Authority* shall ensure the employee is informed of the results of the accident review and associated discipline, within fourteen (14) calendar days from the date of the *ARC* hearing. The fourteen (14) days are recommended guidelines to be used in meeting the ninety (90) day completion requirement. The employee will also have appeal rights per the provisions set forth in the MOU for the employee. Timelines associated with administering discipline will comply with collective bargaining unit agreements.
- 5.15 If the employee presents new evidence to their *Appointing Authority* within fourteen (14) calendar days of the issuance of discipline, the employee may be given a new hearing before the department *ARC*.
- 5.16 After appropriate disciplinary action has been documented by the *Appointing Authority*, he/she shall forward the RM-1555 with *ARC* findings to the Department Head or his/her designee for final signatures. Failure to complete the process (excluding a request for a rehearing, a rehearing and/or appeal) in a total of ninety (90) calendar days (from the date of the accident) will result in

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a “No Accident Ruling” (NAR) and end all investigation and discipline. The NAR decision is confirmed by the *ARB* and will be enforced by RM.

- 5.17 After receipt of the completed RM–1555, if RM believes the department failed to comply with the provisions of AR 75.12, RM will provide a summary of its concern(s) for review by the *ARB*. The *ARB* will conduct a review for compliance with AR 75.12. If the *ARB* determines there is a violation, the *ARB* Chair will contact the *Appointing Authority* or *ARC Chair* for additional information. If the *ARB* Chair still feels the violation has not been addressed by the department, he/she will send a memorandum outlining the concern(s) to the appropriate Department Head, RM Director, Human Resources (HR) Director, and Chief Operating Officer (COO) or his/her designee. This concludes the *ARB* responsibilities.
- 5.18 RM will receive notice of any agreed upon delay (by the department and bargaining unit) for an *ARC* hearing, rehearing, and/or an appeal. RM will receive notice of all final discipline.
- 5.19 All records regarding vehicle/industrial accidents are personnel records and will be maintained in confidential files. These documents will be made available to the employees involved upon request. All *Preventable* accidents are recorded in the employee’s file. Completion of any disciplinary action does not eliminate the accident documents from the employee’s file.
- 5.20 All departments must schedule the *Vehicle/Industrial Accident* prevention classes and mandatory behind the wheel testing within fourteen (14) calendar days after the final report/appeal is completed. Training can be scheduled through RM. Behind the wheel testing can be scheduled through the departments training section or the City Equipment Trainer (CET).
- 5.21 The following infractions shall result in an eight-hour (8) suspension unless the *Appointing Authority* finds that there are extenuating circumstances.
- a. *Driver/Operator/Employee/Volunteer* if they fail to:
 1. Properly report an accident as defined in Section 5.1 of this AR.
 2. Appear before the *ARC* when directed by the *ARC Chair*, without good reason.
 - b. *Supervisor/Manager* if they fail to:
 1. Complete and file the RM–1555 within the timeframe and to the appropriate parties as defined in Section 5.4 of this AR.
 2. Appear before the *ARC* when directed by the *ARC Chair*, without good reason.
 - c. *Witness(s)* (City employees) if they fail to:
 1. Appear before the *ARC* when directed by the *ARC Chair*, without good reason.
- 5.22 Summary of the *Vehicle and Industrial Accident* timeline:

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- The *Driver/Operator/Employee/Volunteer* has twenty-four (24) hours to send RM–1551 regarding a *Vehicle/Industrial Accident* to his/her supervisor, unless there are extenuating circumstances.
- Supervisor has seven (7) calendar days to complete RM–1555, submit all documents to the *Appointing Authority* and/or Management Designee unless there are extenuation circumstances.
- The *Appointing Authority* or Management Designee is responsible for making a preliminary finding within twenty-one (21) calendar days after a reported *Vehicle/Industrial Accident*. If the investigative law enforcement agency report is not received in fourteen (14) calendar days for each day beyond, a day will be added on a one for one basis to the twenty-one (21) calendar day requirement.*
- After the preliminary findings are made, the *Appointing Authority* and/or Management Designee have seven (7) calendar days to send those results to the *Driver/Operator/Employee/Volunteer* and his/her supervisor.*
- The *Driver/Operator/Employee/Volunteer* has fourteen (14) calendar days from receipt of the preliminary findings to respond to the *Appointing Authority* and/or Management Designee on agreeing or disagreeing with the findings.
- If the *Driver/Operator/Employee/Volunteer* disagrees with the preliminary findings, a full *ARC* hearing is held and the *Appointing Authority* is notified of the *ARC*'s findings.
- The *Appointing Authority* or the Management Designee informs the *Driver/Operator/Employee/Volunteer* of the findings within fourteen (14) calendar days of the *ARC* hearing.*
- All paperwork regarding the vehicle/industrial accident will be submitted to RM within ninety (90) calendar days of the accident (except in the case of a request for a rehearing, a rehearing and/or an appeal).
- RM will bring all cases (other than those with valid exceptions) over the deadline date to the *ARB* for resolution.
- RM will receive a copy of the final discipline, any agreed upon delays in the hearing and/or a rehearing, and any changes in discipline due to appeals.

* These dates are recommended guidelines to be used in meeting the ninety (90 day) completion requirement.

6. THE MATRIX OF DISCIPLINE

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This Matrix of Discipline is to be followed by all *Appointing Authorities* and defines the City’s required discipline for the accident categories noted below. *Appointing Authorities* may make adjustments to this defined discipline (i.e. the Matrix of Discipline) as identified in Paragraph 5.13 above. The final discipline shall be administered and documented on the RM–1555 at the conclusion of the employee’s hearing, rehearing or appeal.

- 6.1 Failure to complete the training and/or testing in the timeframe designated in the Matrix of Discipline is subject to discipline up to termination.
- 6.2 When using the Matrix of Discipline, first locate the number of the accident (1st, 2nd, 3rd, etc.) in the last consecutive three year period (LCTYP) on the left side of the chart, then locate the Category assigned to the accident on the top of the chart. Where they intersect on the Matrix will determine the discipline for that offense.

EXAMPLES:

- 1. If a driver commits a *Category 2*, with a prior *Category 1* in the LCTYP, the recommended discipline is "Up to 32 hour suspension and mandatory retesting." See 2nd Accident, *Category 2* box.
- 2. If the driver has a 3rd accident within LCTYP that is a *Category 2*, the recommended discipline is "Minimum 40 hour suspension." See 3rd Accident, *Category 2*.
- 3. If a driver commits a *Category 1* with a prior *Category 2* in the LCTYP, the recommended discipline is "Written warning and four (4) hour class." See 2nd Accident, *Category 1* box.
- 4. If a driver has a 3rd accident within LCTYP that is a *Category 1*, the recommended discipline is "Written reprimand and eight (8) hour class." See 3rd Accident, *Category 1*.
- 5. If a driver commits a *Category 3* with a prior *Category 2* in the LCTYP, the recommended discipline is "Minimum 300 hour suspension and eight (8) hour class with possible demotion, reassignment or termination." See 2nd Accident, *Category 3* box.
- 6. If the driver has a 3rd accident within the LCTYP that is a *Category 3*, the recommended discipline is "Minimum 360 hour suspension and eight (8) hour class with possible demotion, reassignment, or termination." See 3rd Accident, *Category 3* box.

MATRIX OF DISCIPLINE AR 75.12

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LCTYP	Category 1	Category 2	Category 3
1st Accident	Mandatory two (2) hour class	Written reprimand and mandatory eight (8) hour class	Minimum 240 hour suspension and eight (8) hour class with possible reassignment, demotion, or termination
2nd Accident	Written warning and mandatory four (4) hour class	Up to 32 hour suspension and mandatory retesting	Minimum 300 hour suspension and eight (8) hour class with possible reassignment, demotion, or termination
3rd Accident	Written reprimand and mandatory eight (8) hour class	Minimum 40 hour suspension	Minimum 360 hour suspension and eight (8) hour class with possible reassignment, demotion, or termination
4th Accident	Up to 32 hour suspension and mandatory retesting	Minimum of 80 hour up to 200 hours suspension	Termination
5th Accident	Minimum 40 hour suspension	Termination	Termination

Refer to section 5.13 for deviation in discipline by the Appointing Authority and 6.2 for examples

LCTYP: Last consecutive three year period (from the date of the accident in question).

Written Warning and Written Reprimand: Filed per the MOU or department procedures.

2 Hour Class: RM/CET approved two (2) hour classroom training must be scheduled within fourteen (14) calendar days from the final administered discipline, unless prior approval for an extension of time is given by the Risk Management Department. Employee must register and complete the first available class. Training must be completed on the employee's own time and coordinated through RM or their department,

4 Hour Class: RM/CET approved four (4) hour training must be scheduled within fourteen (14) calendar days from the final administered discipline. Training will be completed on the employee's own time and coordinated through RM or their department. This training must be completed within a two (2) month period of time.

8 Hour Class: RM/CET approved eight (8) hour classroom training. The training must be completed on the employee's own time and own expense within a two (2) month period of time of the final administered discipline, unless prior approval for an extension of time is given by the Risk Management Department.

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Mandatory Retesting: CET or CET approved trainer must provide mandatory behind the wheel retesting prior to resuming driving duties.

7. ACCIDENT REVIEW BOARD (ARB)

7.1 *ARB* Chair shall be at a position level of the following: Police Department Captain, Fire Department Chief, or Deputy Director, from one of the following departments:

Environmental Services
Fire-Rescue
Park and Recreation
Police
Public Utilities
Public Works
Transportation and Storm Water

- a. With input from the *ARB* and the RM Department Director, the COO or his/her designee shall select the *ARB* chairperson.
- b. The Chair shall convene the Accident Review Board a minimum of once per quarter. The Chair is a voting member of the *ARB* for the purposes of breaking any tie vote.
- c. The Chair shall provide appropriate *ARB* communication to the COO or his/her designee, HR Director, RM Director, and the Appropriate Appointing Authorities and Department Heads.

7.2 *ARB* Members will be represented by the same departments as above and are responsible for dissemination of meeting information to all supervisors within their respective departments. These positions shall be voting members. In addition the following members will be included:

- a. A representative of the RM who shall also serve as Recording Official of the *ARB* and shall disseminate meeting minutes, agendas, rosters, act as a resource to the *ARB* and assist with coordination of meeting locations. This position shall be a voting member.
- b. The City Equipment Trainer (CET) as a voting member.
- c. Union representatives as specified in their relevant MOU are non-voting members.
- d. Department senior supervisors, *ARC Chairs* and members are welcome and encouraged to attend *ARB* meetings as guests. Guests are non-voting.

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APPENDIX

Administering Department

Risk Management

Abbreviations

- AR – Administrative Regulation
- ARB – Accident Review Board
- ARC – Accident Review Committee
- CET – City Equipment Trainer
- CVC – California Vehicle Code
- DOT – Department of Transportation
- LCTYP – Last Consecutive Three (3) Year Period
- MOU – Memorandum of Understanding
- NAR – No Accident Ruling
- POV – Privately Owned Vehicle(s)
- RM – Risk Management Department, Safety & Environmental Health Division
- SDPD – San Diego Police Department

Forms

- RM-361, Accident Report Envelope
- RM-1551, Employee Vehicle/Industrial Accident Damage Report
- RM-1555, Supervisor Vehicle/Industrial Accident Investigation Report
- RM-1576, City of San Diego Driver/operator/employee/volunteer I. D. Card
- RM-1694, City of San Diego, Employee Clinic Passport, DOT/FMCSA Test Only