



City of Waukesha HR Policy

E2 Vehicle Collision Control and Accident Reporting

I. Purpose

The purpose of this policy is to ensure that the employees of the City of Waukesha who operate motor vehicles in the course of their employment, whether City or personally owned, operate such vehicles in the safest manner possible. Further, in the event of an accident or incidents, ~~preventable or nonpreventable~~, no matter what the extent of the damage or injuries, they are reported immediately for the most efficient and effective means possible of processing insurance claims and repair of motor vehicles.

II. Summary

The operation of motor vehicles is indispensable in conduction City business, and how each vehicle is handled directly affects the production of each respective City department and division. Vehicular collisions are potentially the costliest loss the City can incur when the summation of bodily injury, fatalities, property damage, and liability suits is considered. While the City is insured, the insurance comes at the cost of premium payments and, unless safe driving is the rule, the cost of insurance can mount to proportions that will adversely affect every City operations effort to accomplish its mission and maintain good public relations.

III. Driving Procedures

All departments will establish and maintain driving procedures based upon the vehicles utilized for the department operation. All employees will adhere to those driving procedures.

- A. All employees hired to operate motor vehicles in the course of their employment will have an excellent driving record and substantial experience in the operation of the particular type of vehicle they will be required to drive for the City.

An excellent driving record will be maintained throughout the course of each employee's tenure of employment with the City of Waukesha. **Failure to maintain acceptable driving status and a valid driver's license may result in disciplinary action, up to and including termination.**

- B. **License suspension or revocation, traffic citations** or arrests for violations received while operating City or personal vehicles on City business, moving or otherwise, will be reported within twenty four (24) hours to the Human Resources Department. Employees issued tickets may subject themselves to the disciplinary procedure, up to and including termination.

IV. Training

All employees will be trained upon hire and trained periodically throughout the course of their employment to ensure that defensive driving techniques are known, **utilized**, and reinforced.

- A. **Employees must:**



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1. Follow applicable laws and departmental procedures;
2. Operate vehicles defensively and with due regard for road, weather, and traffic conditions;
3. Use seatbelts at all times; and
4. Maintain full control of the vehicle at all times.

V. Prohibited Conduct (Distracted & Unsafe Driving)

- A. To align with modern safety standards and reduce liability exposure, the following activities are strictly prohibited while operating a vehicle on City business, whether the vehicle is in motion or temporarily stopped (e.g., at a traffic light):
 1. Text messaging, emailing, or any form of manual data entry or reading
 2. Watching videos, streaming content, or viewing visual media
 3. Participating in video calls, virtual meetings, or video conferencing
 4. Holding or manually using a mobile device for any purpose
- B. Employees may only use mobile devices if the vehicle is safely parked and not in traffic, or if the use is strictly hands-free, voice-activated and does not distract from safe vehicle operation. Even hands-free use must be minimized. If conditions require full attention, employees must discontinue device use.

VI. Vehicle Inspection

- A. Vehicle Inspection: All vehicles will be inspected prior to use and all vehicles in need of repair will be reported to the pertinent supervisor immediately in writing. While the following safety checks are recommended, they should not be considered an exhaustive list:
 1. Lights, power and fluid reservoirs, horns, windshield washers and wipers, directional signals, tires, brakes and brake fluid, clutch travel, motor oil, and hydraulic systems.

VII. Vehicle Accident Reporting Procedures

- A. Definition: Motor Vehicle Accident - An accident or incident whether it occurred while in motion, temporarily stopped or parked, that results in physical damage, and/or property damage, and/or personal injury, regardless of who was hurt, what property was damaged, or who was responsible.
- B. Should an accident occur, do not, under any circumstances leave the scene of an accident.
 1. Any driver/operator involved in an accident while on the public right-of-way when operating any City owned vehicle/equipment, or while operating a personal vehicle/equipment on City business, will stop regardless of how minor the accident. ~~and~~ They will immediately report the accident to the Police Department, to his/her department supervisor, and to the Human Resources Department.



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2. Any accident involving City equipment but not involving private property or equipment will be immediately reported to the employee's department supervisor and Human Resources Department ~~immediately~~.
 3. ~~Remain calm~~. There is important information that must be relayed to others and collected at the scene of the accident. If the driver does not maintain control, and remain calm, this information could be misunderstood or not received.
- C. Relay all required information to the department immediately.
1. Time and location of the accident
 2. Specific nature of the accident, and
 3. Number and types of injuries, if any.
- D. Drivers must state to the Police a clear and simple statement of the facts so there is no question regarding the accuracy of the driver's statements.
- E. Identify all involved vehicles. Write down the name(s) and address(es) of the individual(s) driving, or that are passengers in, the other vehicle(s), the vehicle year, make, model, license number, and insurance company. Make sure to note each individual's part in the accident. However, do not interfere with the police officer handling the situation.
- F. Do not discuss the accident with anyone except the department supervisor and the police.
- G. Never admit liability for the accident.
- H. Cooperate fully with Police.
- I. Reporting of all accidents is MANDATORY. ~~Within twenty-four (24) hours~~, The driver will submit a completed "Driver Report of Accident" form approved by the City (~~attached~~). This completed form must be turned into Human Resources no later than twenty-four (24) hours after the accident occurred.
- J. Failure to report any accident immediately will subject the employee to the disciplinary procedures up to and including termination from employment..

~~VIII. Was the accident Preventable or Nonpreventable~~ **Preventable Accident**

- ~~A. A preventable accident is any accident involving a City or personally owned vehicle being driven by any City employee, regular or otherwise, being used on City business which results in physical damage, property damage and/or personal injury, regardless of who was injured, what property was damaged, the extent of the damage, or where it occurred, in which the driver failed to exercise every reasonable precaution to prevent the accident. The following situations, reasons, and types of accidents are among those considered preventable, and are not intended to be an all inclusive list:~~
- ~~1. A traffic violation.~~
 - ~~2. Backing a vehicle without looking.~~
 - ~~3. Failure to have vehicle under control.~~



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- ~~4. Failure to yield right of way.~~
 - ~~5. Vehicle defect known by the driver~~
 - ~~6. Improper or illegal parking.~~
 - ~~7. Theft of vehicle while keys were in the car.~~
 - ~~8. Personal injury to the operator while not wearing seatbelts.~~
 - ~~9. Any accident where the driver is determined to have used alcohol or drugs.~~
 - ~~10. Unauthorized person operating a vehicle with permission of employee.~~
- ~~B. Accident Reports will be reviewed by the Human Resources Department, the Department Head and the Police Department and a determination of "preventable" or "nonpreventable" will be made within two (2) workdays of the accident report being filed with the Human Resources Department.~~
- ~~C. A determination of a "preventable" accident will subject the employee to the disciplinary process up to and including termination from employment.~~

Passed by the Council this X day of MONTH, 202X.

Mayor

ATTEST:

City Clerk