

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 8: Safety, Security, Emergency Management **POLICY: 8.012**

SUBJECT: Vehicle Accident Review Board

POINT PERSON: JOHN HAMILTON
DIRECTOR, FACILITY SERVICES

APPROVED: 
GREGORY P. ROBERTS
SUPERINTENDENT

DATE: OCTOBER 26, 2010

I. POLICY

A. The Vehicle Accident Review Board (VARB) shall operate as a subcommittee of the Safety Committee. The Safety Committee shall recruit and recommend to the Superintendent the following members:

1. A member appointed by the Superintendent.
2. Auto/Heavy Equipment Supervisor (Co-Chairperson).
3. Safety Officer.
4. One additional member of management service.
5. Four members of nonsupervisory staff.
6. A member of the Office of Human Resources.

A Chairperson shall be elected by VARB members.

A quorum of five members, three management and two nonmanagement, must be present.

The Safety Officer shall act as technical support staff to the VARB and assist the VARB Chairperson with the preparation and distribution of minutes, as requested by the VARB Chairperson.

B. The duties and procedures shall be in accordance with OAR 125-155-0700(5), State Vehicle Use and Access, Insurance and Collisions. The final enforcement of a corrective or disciplinary action is the responsibility of the employee's supervisor.

- C. No regularly scheduled meetings of the VARB are set. It shall meet at such time as required and shall be called to order by the VARB Chairperson within ten (10) days of receipt of an incident or accident report.
- D. The VARB shall review, investigate, and recommend to the Superintendent action to be taken on all vehicle accidents and traffic citations.
- E. The VARB shall also review reports of incidents occurring while employees have used their own vehicles to perform job duties.

II. PROCEDURES

- A. Vehicle accidents shall immediately be reported to the Communications Center who shall then contact the Director of Operations and the Oregon State Hospital (OSH) Vehicle Maintenance Shop.
- B. The Director of Operations shall contact the Chairperson of the VARB to initiate the review.
- C. The VARB Chairperson shall contact the VARB members to initiate a review of the incident and shall notify Risk Management.
- D. The VARB shall meet within ten (10) days of notification.
- E. The VARB Chairperson shall order a Department of Motor Vehicles check by Office of Human Resources.
- F. The employee and his or her supervisor shall be invited to attend the VARB meeting to present information relevant to the incident. An employee may also bring representation or someone to observe procedure and process as long as the procedure of presenting information only is adhered to.
 - 1. If they choose to attend, they shall only present information. They shall not remain for the VARB's discussion of the incident.
 - 2. In lieu of attendance at the meeting, they shall be invited to submit additional written documentation.
- G. Within seven (7) days of the meeting, the VARB Chairperson shall prepare a memorandum to the Superintendent recommending action, with copies

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to the employee, the employee's supervisor, the Director of Security, and the Director of Risk Management.

- H. Oregon State Hospital Risk Management shall direct a copy of report to the Department of Administrative Services – Risk Management Division (DAS-RMD).

III. REFERENCES

ORS 283.305 through 283.395

OAR 125-155-0700(5), State Vehicle Use and Access, Insurance and Collisions

Replaces Oregon State Hospital Policy and Procedure 8.012, *Vehicle Accident Review Board*, dated 7/12/2005.