

**Johnson County  
Fleet Safety Policy**  
Johnson County, TN

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**Title:** Use of County Vehicles and Equipment

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**Effective Date:** November 1, 2021

**Authorized By:** County Commission

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**Use of County Vehicles and Equipment**

**1.00 Introduction**

The operation of vehicles is necessary in conducting the day-to-day business of the County. This use of vehicles represents one of the greatest risks facing the County. Recognizing this, it is imperative that the County take reasonable steps to control the use of County and privately owned vehicles while performing County business. This policy sets forth the guidelines and policies governing the operation of vehicles used in the performance of official County business. Department and agency heads are responsible for implementation and enforcement of this policy for all vehicles and drivers assigned to their department. Operation of a County Vehicle is both a privilege and a responsibility, not a right. Violations of laws and rules will result in revocation of driving privileges.

**1.01 Applicability and Definition**

This policy applies to all County vehicles as defined herein and to all employees and/or authorized volunteers who routinely or occasionally drive a County vehicle. The term *County vehicle* as used in this policy is defined as (1) any County owned, leased or rented vehicle, including special-use vehicles such as, Side-by-sides, Low or Medium Speed vehicles, construction and excavation equipment designed to operate primarily off-road but driven on public roads to a job site, and (2) privately owned vehicles when used in the performance of official County duties. (Sheriff's Department vehicles and employees are covered by their respective operating policies.)

**1.02 Authorized Use**

The following examples are an attempt to cover most circumstances or conditions of authorized use and should not be considered all inclusive:

- A. Official Use - County vehicles are authorized "For Official Use Only." Such vehicles are to be utilized to perform the functions and to conduct the operations and programs of the Department or Agency which is using the vehicle. County vehicles may be utilized both within and outside of the County for official use. Low or Medium Speed Transport Vehicles shall only be used for transportation during official County sanctioned functions, when there is direct involvement by a department. Sanctioned events shall be considered as functions directly planned by a County department. Employees who drive a County vehicle are responsible for all fines associated with traffic citations or parking violations.
- B. Transport of Unofficial Parties – When such official use includes the transport of unofficial parties, that is parties not directly employed by the County, the department head or county employee is responsible to ensure safe transport of these passengers, and that all rules and laws are followed.
- C. Personal Use - County vehicles may not be utilized for personal purposes, only County business. Exceptions include those employees who, while conducting County business, are away from their normal place of work at mealtime and those employees with an assigned County vehicle where such vehicle is the only practical mode of transportation available at mealtime. Employees whose duties require them to be away from a County office building during the day may briefly stop at a commercial establishment located along their work required travel route to use a restroom or purchase a refreshment. Department and Agency Heads are charged with reviewing with staff appropriate and de minimis usage identified herein.

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- E. Take Home –In order to meet the business needs of the County, the County Department Heads may authorize an employee to take a County vehicle home. County vehicles taken home overnight shall be locked and secured in the responsible employee's driveway or other designated parking space which is in close proximity to the employee's residence. It is the intent of the County to limit the use of take home vehicle to the greatest extent practicable and to restrict this practice to those living within Johnson County unless specifically stated otherwise. Department Heads shall work with the Accounting Director to determine and implement and follow all tax reporting requirements.

An employee in possession of a take home vehicle may stop briefly at a grocery store, pharmacy, etc. for reasons of personal convenience along the most direct route to or from their residence. Such stops must be completed within one half hour of the beginning or end of the employee's shift.

The following examples are an attempt to illustrate the circumstances under which the authorized employee may take a County vehicle home and should not be considered all inclusive. Johnson County reserves the right to discontinue this take home authorization at any time:

1. Employees who are subject to 24-hour call out, and due to the nature of their work, report directly to a jobsite away from a County facility in a County vehicle required by the nature of their response.
2. Duty vehicles designed or equipped for high priority response where response time will be enhanced by allowing the vehicle to remain in custody of individual employee. Employees assigned to duty vehicles which are taken home must be available to respond upon request on a 24-hour basis any time the employee has custody of the vehicle.
3. To prepare for a post-disaster response in order to plan an effective and efficient recovery.
4. When travel from the employee's home, either within or outside of Johnson County, to a destination for official County business is the most direct and/or closest route, (for example, early morning travel to a conference).

### **1.03 Control and Use of Vehicles**

Johnson County department and agency heads shall carefully monitor and take necessary action to preclude operations that are contrary to the policies and procedures herein.

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The following examples are an attempt to cover most circumstances or conditions of use and should not be considered all inclusive:

- A. Proper Licensing - Employees and authorized drivers must have a valid vehicle operator's or commercial driver's license in their possession at all times while operating a County vehicle.
- B. Qualified Operator – A qualified operator (driver) must be positioned at the vehicle's controls any time it is running unless otherwise approved by the manufacturer. No vehicle shall be left unattended without first stopping the motor, locking the ignition, removing the key and locking the doors or otherwise securing the vehicle to prevent theft, vandalism, and unintentional movement.
- C. Seatbelts - All drivers of County vehicles and all passengers therein shall properly use seat belts (if the vehicle is equipped with seat belts). Employees are prohibited from removing, deactivating, modifying or otherwise defeating any occupant restraint system installed by the manufacturer unless approved or instructed by the manufacturer.
- D. Motor Vehicle Laws - Employees shall obey all City/County, State and Federal laws while operating County vehicles and any time personal vehicles are used on official County business. Drivers should practice “defensive driving” and anticipate and observe the actions of other drivers and control their own vehicle in such a manner so as to avoid an accident involvement.
- E. Prohibition of Alcohol and Illegal Substances - It is prohibited for County vehicles to be utilized if the driver is impaired by, or under the influence of alcohol, intoxicants, drugs, or illegal substances. The possession or consumption of alcohol, intoxicants, or illegal drugs while operating a County vehicle is also prohibited.
- F. Smoking - Smoking and/or the use of tobacco products is not permitted in County vehicles.
- H. Mobile Communication Devices – Drivers of County vehicles should refrain from operating cellular telephones or other electronic devices that may cause driver distraction while operating a County vehicle. Drivers shall make every attempt to properly park their vehicle prior to using such devices. Drivers must adhere to Tennessee laws and jurisdictional laws while traveling out of the State.
- I. Rendering Assistance - County vehicles may not be used to pull or push any other vehicle unless the vehicle is equipped to do so and the driver has been properly trained. It is permissible to render assistance in case of emergencies and to transport unofficial parties in such cases.

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- J. Passengers – No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating.
- K. Cargo - When cargo, materials or tools are being transported, the driver is responsible for assuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer.
- L. Backing up large vehicles – Drivers of large vehicles and/or construction equipment will avoid whenever possible, operating the vehicle in reverse to avoid the necessity of backing. Before entering the vehicle, the driver shall check the rear clearance of the vehicle.
  - 1. The driver shall not back the vehicle unless such movement can be made with reasonable safety and without interfering with other traffic.
  - 2. A spotter should be used whenever possible. Before and during backing movements, the driver and spotter will check blind zones for objects not visible in rear-view mirrors, watch both sides for adequate clearance, and limit speed to allow a full stop on short notice.
- M. Towing - A driver whose vehicle is towing a trailer, dolly, or other equipment shall ensure that the trailer hitch is securely latched, adequate for the load being towed, properly installed on the towing vehicle, and that safety chains are properly attached.
  - 1. The driver shall also ensure that the tow vehicle, in general, is rated to tow the type and weight of trailer being towed.
  - 2. The driver shall ensure that the trailer or other towed equipment is supplied with proper lighting including brake lights, turn signals, and running lights.
  - 3. Any vehicle having a load which extends more than four (4) feet beyond the rear shall have the end of the load marked with a red flag, not less than twelve (12) inches in square.
- N. Intentional Misuse - Intentional misuse, abuse, moving violations, reckless operation, or negligent actions while operating a County vehicle may result in the suspension of the employee's driving privileges and is grounds for further disciplinary action.
- O. Citizen Complaints – Complaints regarding the use or operation of County vehicles are to be received in the County Mayor's office. The County Mayor, or appropriate department or agency head, shall investigate the complaint and, if necessary, take appropriate corrective action.

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#### **1.04 Driver Eligibility and Driving Standards**

The County uses the State of Tennessee individual driving record and corresponding point system, or if necessary, the appropriate out-of-state record, to monitor the risks associated with operating vehicles while in the County's employ. This policy is applicable to all employees who routinely or occasionally drive County vehicles. Employees whose job require routine use of a County vehicle are expected to maintain driving records that reflect the practice of safe driving habits both on and off the job. The County Safety Officer reserves the right to suspend or revoke an employee's authorization to drive a County vehicle should situations or conditions warrant.

- A. Driver Licensing- A valid vehicle operator's license must be in the driver's possession at all times while operating a County-owned vehicle. In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid, and in the driver's possession.
- B. Obligation to Report - It is the employee's responsibility to notify their immediate supervisor of any condition or change in license status which would impede his/her driving ability. Employees must also report, as soon as possible but no later than the next immediate workday, any conviction that causes them to be in non-compliance with the County's driving standards.
- C. Failure to report – An employee who fails to report as outlined above is subject to disciplinary action, up to and including termination. The County Safety Officer reserves the right to revoke the employee's authorization to drive a County vehicle should such situations or conditions warrant.
- D. Driving History – The Sheriff's Department will run a query on all drivers every 90 days to ensure that drivers' licenses are valid with no restrictions. Should there be any issues the Sheriff or his designee will report them to the department head.
- E. Johnson County Driving Standards – The County Safety Officer may waive any or all of the driving standards at his or her discretion depending on the circumstances. Johnson County driving standards are as follows:
  - 1. Possession of a current valid driver's license;
  - 2. No more than two (2) moving violations within the previous twelve (12) months;
  - 3. No record of conviction associated with driving under the influence (DUI or equivalent law) within the previous thirty-six (36) months;
  - 4. No record of conviction of reckless driving as defined in the Tennessee Code Annotated within the previous thirty-six (36) months;

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5. No record of conviction for any serious traffic offense with an assessment of six (6) or more demerit points within the previous thirty-six (36) months;
  6. No record of current revocations or suspensions or previous revocations or suspensions associated with moving violations within the last thirty-six (36) months.
  7. No charges of the following; Failure to stop/report an accident, Driving while impaired, Making false accident report(s), Attempting to elude a law enforcement officer, Vehicular homicide/manslaughter/assault.
  8. No failure to pass a drug test or, if applicable, no refusal to take a drug test. (See Employee Handbook for further details.)
  9. No failure to consistently drive in a safe manner or follow fleet safety policies as determined by management.
- F. Suspended driving privileges – If an employee’s County driving privileges are suspended, the County will attempt to arrange for the employee to perform the essential functions of their job without driving. If such accommodation is not possible or creates an unreasonable hardship for the County or coworkers, loss of County driving privileges shall be considered just cause for reassignment to a position that does not require operation of a vehicle at a pay rate commensurate with that position. If no such position is available, employee is subject to further disciplinary action, up to and including termination.
- G. Training - Operators of County vehicles may be required to participate in a DMV approved Defensive Driving Program. Such training may be conducted at a County facility or employees may be referred to a DMV-approved training center. Department and agency heads whose employees operate County provided vehicles shall support the program by ensuring that employees participate in Defensive Driving classes when scheduled and as otherwise required.

### **1.05 Vehicle Responsibility and Maintenance**

County vehicles should be maintained to either meet or exceed manufacturer’s maintenance recommendations. All County vehicles shall have within them; current insurance verification, working seatbelts, and a fire extinguisher.

The County Safety Officer has the authority to remove from service any vehicle in need of repair or deemed unsafe. County vehicles will be subject to spot checks by the County Safety Officer or their designee.

- A. Supervisory Responsibilities - Department and agency heads shall ensure that before their employees are permitted to operate a County vehicle, drivers are properly trained in its use; in procedures to be followed should they be involved in an accident with a County vehicle; in the procedures for refueling vehicles with the automated fuel system; and in basic maintenance responsibilities of the operator (checking tires, exterior lighting, check engine and other warning indicators, etc.).
- B. Vehicle Security - Security of a County vehicle is the operator’s responsibility. Unattended County vehicles must be locked at all times. Drivers may be responsible for loss of County property from an unsecured County vehicle. At the end of the normal workday, all County vehicles and equipment shall remain at designated County parking facilities, unless otherwise expressly permitted.
- C. Motor Pool Vehicles - All vehicles that are housed at the Courthouse Complex, and are not assigned to a department for a specific purpose will be considered motor pool vehicles and

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- are available for use by all County departments. Assignment of motor pool vehicles is the responsibility of the County Mayor's office. Motor pool vehicles shall be refueled after each use.
- D. Fueling –The fueling station located adjacent to the Highway Department & School Bus Garage and is provided for the use of County and other expressly permitted vehicles and equipment using keys issued through the Accounting Department. Fueling station users shall follow all posted precautions and procedures to ensure safety and shall report spills, regardless of size, as posted at the site. The Accounting Department will issue invoices for purchased fuel on a monthly basis to using Departments and Agencies. The County Purchasing Agent will provide Fleet Fueling Charge Cards on a case by case basis for out of town fueling.
- E. Cleanliness - Drivers of motor pool vehicles shall not leave any trash in the motor pool vehicle. If the motor pool vehicle is returned after hours, it should be cleaned out as soon as possible on the following business day. Equipment should be properly stowed at all times to provide for a safe occupant compartment and dissuade theft. Department heads are responsible for ensuring the cleanliness of County vehicles and equipment assigned to their respective department.
- F. Privately Owned Vehicles Used for County Business - The County will not provide coverage for liability or physical damage to an employee's privately owned vehicle. Employees who use their personal vehicle for County business should confirm that their personal auto insurance policy provides coverage for this use. Employees who use their personal vehicle while conducting county business shall meet or exceed State required insurance regulations. It is the County's preference that County business be conducted using County vehicles including Motor Pool vehicles when available. See County Travel Policy for additional information.
- G. Maintenance - Any defects which affect safe operation of the vehicle shall be promptly reported to the employee's supervisor or the County Safety Officer. No employee shall operate a County-owned vehicle in an unsafe condition. Vehicle damage, which is beyond normal wear and tear, must be documented and reported to the employee's supervisor.
- H. Emergency Repairs - Should emergency repairs (i.e. flat tire, dead battery) be necessary while using a County vehicle the employee should follow the procedures below. An emergency repair of privately owned vehicles used in the performance of official County duties is the sole responsibility of the vehicle's owner.
1. On the road during the workday the driver shall notify their immediate supervisor who will facilitate required towing and/or repairs regardless of being local or out of the area.
  2. On the road in Johnson County, after hours - the driver shall contact their immediate supervisor for assistance and, if necessary, may contact the Johnson County Sheriff's Department (non-emergency number 423-727-7669) and request a towing service be contacted to deliver assistance. The driver

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must contact the County Purchasing Department to report after hours vehicle issues the next business day.

3. On the road after hours and out of the region – the driver shall contact the Johnson County Sheriff's Department (non-emergency number 423-727-7669) who will attempt to contact the local law enforcement office near your location if available for immediate assistance and also contact a towing service to also provide assistance. The driver must contact the County Purchasing Department to report after hours vehicle issues the next business day.
- I. Commercial Driver License - Operators of all vehicles that require a Commercial Driver License shall adhere to the following procedures:
  1. Prior to operation, the operator of these vehicles is responsible for ensuring that all vehicle safety equipment including headlights, turn signals, brake lights and horn are functioning properly.
  2. In addition to the requirements above, the operator of these vehicles is responsible for ensuring that all pre-operation checks as required by Department of Transportation CDL rules are complied with.

### **1.06 Accidents Involving County Owned, Rented or Leased Vehicle**

In the event an accident should occur, the following procedures should be followed:

- A. Summon medical care for any injured parties.
- B. Notify appropriate law enforcement authorities.
- C. Notify employee's immediate supervisor.
- D. Cooperate with law enforcement and emergency medical personnel.
- E. County vehicle operators and employee passengers, if any, should NOT ADMIT RESPONSIBILITY and should make no statement concerning the accident except to law enforcement officers investigating the accident. However, the Operator may inform the other driver of the name of the County's property and liability insurance carrier and policy number which is found on the insurance card located in the vehicle's glove compartment.
- F. Obtain names and addresses of witness/involved parties, the driver's license data of other operators, the license plate number of other vehicle(s) and the name of the insurance carrier for other vehicle(s) involved.
- G. Complete any necessary steps located on the insurance card that is located in the glove compartment of the vehicle. If possible photographs of the scene should be obtained.



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- H. A County Accident Report form shall be completed by the operator or assigned driver of each County owned vehicle involved in an accident when:
1. An injury occurs, regardless of property damage; or
  2. An accident or collision involves a vehicle or property not owned by the County regardless of fault or damage sustained by either party; or
  3. Another County-owned vehicle or item of property is involved and damage is evident; or
  4. Damage to a County vehicle is visible and/or apparent.
- I. The County Accident Report form shall be reviewed by the department or agency head who shall forward copies of the report to the County Safety Officer within twenty-four (24) hours of the accident or the Monday following an accident which occurs on a weekend.
- J. The County's Safety Committee shall review events surrounding accidents involving County owned vehicles/equipment as they deem necessary. If a review is conducted, the Safety Committee will make a finding as to whether the accident was "Preventable" or "Not Preventable", and may recommend procedures be put in place to prevent future similar accidents. Findings and recommendations are forwarded to the County Mayor for review and, if necessary, further action.
- K. All drivers involved in an accident involving a county vehicle shall be subject to urinalysis for toxicology involving legal or illegal drugs that may impair driving ability. The results of this test may affect workers compensation claims and liability for the accident.

### **1.07 Consequences of Violation of Policy**

The County Safety Officer will review all violations of this policy. Violations may result in the employee's loss of County driving privileges, disciplinary action up to and including termination, and/or loss of the Department's vehicle allocation. The County Mayor reserves the right to revoke the employee's authorization to drive a County vehicle should situations or conditions warrant.

### **1.08 Review of Use of County Vehicles and Equipment Policy with County Employees;**

#### **Employee Acknowledgment**

The Use of County Vehicles and Equipment Policy shall be reviewed with every County employee who is subject to the policy provisions contained herein. The employee shall acknowledge review and understanding of the Policy by signing and dating the Employee Acknowledgment form in the presence of a witness who shall also sign and date the Acknowledgment. It is the department/agency head's responsibility to review this policy with their employees and return the executed Employee Acknowledgment form to both the Accounting Department & Safety Officer for inclusion in both the employee's personnel file and County Safety Officer files.

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**1.09 Availability of Use of County Vehicles and Equipment Policy**

A copy of the Use of County Vehicles and Equipment Policy will be available for review with the County Safety Officer and the Buildings and Grounds Department during normal business hours. A copy will also be posted on the County's internet website.

**1.10 Approved Driver's List**

Any employee or authorized volunteer who drives a Johnson County vehicle or who drives their personal vehicle for any County business, shall first be placed on the approved driver's list. The approval of a driver can be made by a Department Head, but must be approved by the County Safety Officer. The County Safety Officer shall compile and keep a list of approved drivers. In order to be approved driver, the prospective driver must present a currently valid driver's license for copying and answer the questions on the Approved Driver's Questionnaire.

**JOHNSON COUNTY  
APPROVED DRIVER'S QUESTIONNAIRE**

1. Do you have a current driver's license \_\_\_\_\_yes \_\_\_\_\_no Attach a copy.

2. Have you ever had your driver's license suspended or revoked?

\_\_\_\_\_yes \_\_\_\_\_no.

If yes, please explain with particularity.

3. Have you had a speeding ticket or other moving violation in the past three (3)

years? \_\_\_\_\_yes \_\_\_\_\_no

If yes, please explain with particularity.

4. Do you have automobile liability insurance? \_\_\_\_\_yes \_\_\_\_\_no.

5. Has your automobile liability insurance ever been cancelled or suspended?

\_\_\_\_\_yes \_\_\_\_\_no.

If yes, please explain with particularity.

6. Have you been involved in a motor vehicle accident within the last five (5) years?

\_\_\_\_\_yes \_\_\_\_\_no.

If yes, please explain with particularity

**I certify that the answers to these questions are true to the best of my knowledge, information and belief. Falsely answering questions could result in loss of driving privileges, or other discipline, including loss of job.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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Acknowledgment

By signing this form, it is confirmed that the signing employee has received and fully understands the approved driver requirements contained within the Johnson County Fleet Safety policy document. The employee furthermore acknowledges and agrees to abide by all rules and regulations set forth in the Johnson County Fleet Safety policy.

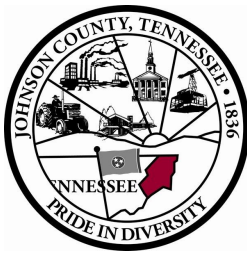
Furthermore, the signing employee fully understands that management reserves the right to change, modify, or cancel the contents of this Johnson County Fleet Safety policy in whole or in part at any time, at the convenience of Johnson County, TN Government.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Johnson County Safety Officer

\_\_\_\_\_  
Date



# Property & Casualty Claims Report

(Other than workers compensation)

Insured City or County JOHNSON COUNTY Date of Accident \_\_\_\_\_

Description of Loss or Accident

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\_\_\_\_\_  
Damaged Vehicle or Property

\_\_\_\_\_  
County Vehicle or Property Damaged

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
County Employee Involved

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Person for County

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone Number

Comments

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\_\_\_\_\_  
Report Completed By

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date of Report



# LIABILITY INVESTIGATION REPORT

*Things to do after an incident occurs.*

Date: \_\_\_\_\_

Name of Injured/Owner of Damaged Property: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_ Lighting: \_\_\_\_\_ Weather: \_\_\_\_\_

Nature of Injury/Damage \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suspected Cause of Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses: Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Statement of Injured Party/Owner of Damaged Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of Employee Involved/or Witnessed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Actions Taken To Prevent Further Incidents Of This Type: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Employee Involved

Date

Signature of Supervisor

Date

*Immediately take photos of the area where the incident occurred if possible.*



# VEHICLE INCIDENT INVESTIGATION

## Section A (To be completed by driver)

Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Date, Time and Location of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Weather Conditions: \_\_\_\_\_  
\_\_\_\_\_

Description of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary Cause of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How To Prevent Future Incidents of this Type: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section B (To be completed by driver's supervisor)

I have reviewed this investigation with the driver involved and have the following comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_



## VEHICLE INCIDENT INVESTIGATION (continued)

### Section C ( Safety Director & Safety Committee Review)

Consideration of the facts indicated the following action should be taken to prevent such an incident in the future: \_\_\_\_\_

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\_\_\_\_\_ Driver notified in writing

\_\_\_\_\_ Driver notified verbally

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_/\_\_/\_\_