

OLD DOMINION UNIVERSITY
University Policies and Procedures

3240 - THE ACCIDENT REVIEW COMMITTEE

Statement: Executive Order Number 51 charges the State Police with responsibility for establishing and directing a Uniform Accident Prevention and Safety Program among agencies of the state which use state-owned vehicles. In implementing that Order, the Superintendent of State Policies has directed that each agency operating agency-owned vehicles establish an Accident Review Committee, similar to that which the State Police has established for state-owned vehicles.

Organization of the Committee

- (1) The Accident Review Committee will be comprised of the Assistant to the Vice President for Administration and Finance, who will serve as Chairman, and the Director of Risk Management, and representatives of the Office of Human Resources and the Physical Plant Department, as committee members.
- (2) The Committee will meet at the Chairman's call, whenever the review of an accident to an agency-owned vehicle requires the Committee's review.
- (3) The Committee, after thoroughly reviewing an accident, will make such recommendations to the Vice President for Administration and Finance as it believes appropriate. The decision of the Vice President for Administration and Finance will be relayed by the Committee to the department necessary to executing that decision.

Administrative Procedures

- (1) The Director of Risk Management will serve as the Coordinator for the Accident Review Committee.
- (2) The Department of Public Safety will prepare the initial vehicle accident report and will request a copy of the State Police reports for each accident. Where damage to an agency-owned vehicle is incurred, the Department of Public Safety will arrange to have photos taken of the damage. All reports, witness statements, photos and other information relative to each accident will be provided to the Director of Risk Management by the Department of Public Safety.
- (3) The Director of Risk Management will review the information provided and will take the following action:

- A. If no finding of operator negligence is offered by the State Police and the damage appears to have been unavoidable, the matter will be referred for information to the department to which the vehicle is assigned.
 - B. If the State Police offer a finding of operator negligence or if circumstances (cost of repair, use of the vehicle, etc.) appear to warrant further review, the matter will be referred to the Accident Review Committee.
- (4) The Director of Risk Management will coordinate the convening of the Accident Review Committee, including the attendance of the driver and witnesses.
- (5) The Committee will review all available information and, if necessary, will interview the operator and witnesses. At its conclusion, the Committee may make recommendations to the Vice President for Administration and Finance, as follows:
- A. Where the operator of a University-owned vehicle is determined by the State Police or the Committee to have been negligent in the vehicle's operation, appropriate charges or lesser administrative action may be recommended. (Note: Upon approval by the Vice President for Administration and Finance, the Committee will notify the employee's supervisor of the findings so that management may take appropriate administrative action.)
 - B. Where the operator of a University-owned vehicle is determined by the State Police or the Committee to have been grossly negligent in the vehicle's operation, the Committee shall recommend that the Vice President for Administration and Finance require the operator to pay the first \$100 of the cost of damage repair to the University-owned vehicle. (Note: per Executive Order Fifty-One.)
 - C. Where the operator of a University-owned vehicle is determined by the State Police or the Committee to have used the vehicle for an unauthorized purpose, the Committee shall recommend that the Vice President for Administration and Finance require the operator to pay the entire cost for repairing any damage the vehicle has sustained. (Note: per Executive Order Fifty-One.)
 - D. Where the Committee identifies other remedial action which might be taken (training, vehicle modification, etc.) it may make such recommendations to the Vice President for Administration and Finance.
- (6) Upon receipt of the Vice President for Administration and Finance's decision, the Chairman of the Committee will coordinate the implementation of the approved action with the department administrators concerned.
- (7) The Director of Risk Management will retain records of the activities of the Accident Review

Committee. The Physical Plant Department will retain any other records which may be required by the regulations governing the administration of the Commonwealth's Vehicular Program.

Responsibility: Assistant to the Vice President for Administration and Finance

Authorization: James V. Koch, President

Date: September 18, 1990

Effective Date: September 18, 1990