



## MECKLENBURG EMS AGENCY

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### Vehicle Accident Policy



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Note: All accidents, regardless of severity, must be reported immediately. Failure to do so will result in disciplinary action up to and including termination.

### Definitions

Vehicle Accident - A vehicle accident is as a collision that occurs between an Agency vehicle and another object or vehicle.

Preventable Accident - A preventable accident is any accident where an Agency vehicle makes contact with another object/vehicle and the operator failed to do everything he/she could reasonably have done to prevent it.

### When an Accident Happens

It is important that Medic's accident procedures are followed carefully to ensure a thorough and fair investigation. Following an accident, no matter how minor, the crew will:

1. Contact CMED, request other EMS, Police and/or Fire if needed
2. Contact an on-duty supervisor
3. Ensure that proper medical care is given, if needed
  - Any employee injured in a workplace accident must complete the Workman's Compensation Injury Report (for further information, please see Medic's Injury Policy).

Once an accident is reported, the on-duty supervisor will:

1. Respond to the accident scene, complete the accident report, complete the drug/alcohol testing as outlined below, and provide further actions if needed.
2. Ensure the crew completes their supplemental prior to the end of their shift, unless circumstances require otherwise.
3. Complete the accident report and send it to the crew's supervisor/s, Fleet Supervisor, and the Risk and Safety office at a minimum. The accident package, including supplementals from the crew, will be sent to the Risk and Safety office within 24 hours of the accident. The Operations Supervisor who responds to the accident shall be responsible for the report, pictures, supplemental, drug testing, and any required follow up.

All accidents will be investigated on scene by the responding supervisor. Once the supervisor submits the accident report and supporting information, the Risk and Safety Office will continue the investigation and deem the accident preventable or not preventable.



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Depending on the severity and fault of the accident, employees involved may be asked to give a recorded statement to Medic's insurance company. If this occurs, the Risk and Safety Office will notify the employee and provide the contact information. The employee is then required to contact the insurance company as soon as possible.

Outside of Medic Management, Operations Supervisors, Risk and Safety department, and Medic's insurance company, no information on accidents will be given to anyone without prior authorization. This includes other party's insurance companies and any/all media outlets including online social networks.

### Drug and Alcohol Testing

Any employee that is in an accident may be subject to drug and alcohol testing.

If designated to take a drug or alcohol test, the employee must immediately be transported to the Occupational Health Nurse/designee or after-hours testing location by the operations supervisor unless the employee is hospitalized for injuries. If the employee is hospitalized, arrangements will be made for testing to be conducted at the appropriate medical facility to which the employee has been admitted. Refusal to be tested will be considered grounds for termination.

The Occupational Health Nurse or designee will administer drug tests during business hours or when available. Outside of business hours, the Operations Supervisor will contact the appropriate designated facility.

### Additional Information

Post-Accident Training - Corrective Action

1<sup>st</sup> Preventable Accident –The Risk and Safety Office will notify the employee and the employee's direct supervisor referencing post-accident one-on-one training. The employee involved in the preventable accident is required to respond to the email with a date and time that they will attend one of the available training dates. The employee has 30 days from the date of the email sent by Risk and Safety to complete one-on-one training. Failure to do so will result in the employee entering the PIPD process.

Any additional preventable accident within a 36-month period, the Risk and Safety Office will notify the employee and the employee's direct supervisor who will review the information and issue appropriate level PIO/PIPD.

Any preventable accident that is a result of a direct policy violation will result in the employee entering the PIPD process. If the accident is the 1<sup>st</sup> preventable accident for that employee in the 36 month time frame, the employee will also receive one-on-one drivers training.

Backing accidents that are deemed preventable will result in both employees receiving one-on-one training and both entering the PIPD process.