

Purpose

The purpose of this policy is to outline proper procedure following an accident involving an Agency vehicle.

Definitions

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

Preventable Accident - 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 to follow all agency procedures to ensure a fair and thorough 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 vehicle accident must follow the process for submitting an On-the-Job Injury.

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

1. Respond to the accident scene, gather all information needed to properly investigate, and follow the drug/alcohol testing policy as outlined in Agency Employee Handbook.
 - a. For minor accidents with no damage or injury, the on-duty supervisor may instruct the Crew to take photos and gather other necessary information for the internal accident report.
2. Complete the accident report within 24hrs via Webpps. Include pictures, crew supplementals, police report numbers, EPCR numbers, and all other relevant information. The Operations Supervisor who responds to the accident shall be responsible for the report, drug testing, and any required follow-up.
 - a. If Webapps is not functioning, the on-duty supervisor must submit the Vehicle Accident Form via paper submission within 24 hours of the accident and add the accident to Webapps within 72 hours. The investigating supervisor can pass any incomplete accidents to another supervisor to finish if they are unable to meet the time requirements.

Vehicle Operations

All accidents with damage or injury will be investigated on scene by the responding supervisor. Once the supervisor submits the accident report and supporting information, the Safety Office will continue the investigation, deem the accident preventable or not preventable, identify the exact extent of the damage for corrective action, and make the appropriate follow up notifications.

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, a member of the 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, Safety, 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 (media) networks.

Additional Information

Corrective Action for Preventable Accidents

Preventable accidents caused by or connected with a direct policy violation will result in the appropriate level of PIPD for the driver and in some cases, the other crew members.

Preventable accidents with no damage or injury: No action will be taken but the employee involved, or their supervisor, can request additional drivers training.

Preventable accidents resulting in minor to moderate cosmetic damage, (dents or scratches): The employee must attend a mandatory post-accident training session within 30 days of notification or will receive the appropriate PIO/PIPD action.

Preventable accidents resulting in major damage, (where multiple components of vehicle have damage and require extensive repair): The employee must attend a mandatory post-accident training session within 30 days of notification and will receive the appropriate PIO/PIPD action.

Any employee that has been employed for less than 90 days and is involved in a preventable accident, must attend post-accident training regardless of damage.

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