



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER

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March 18, 2022

The Honorable Detroit City Council
Coleman A. Young Municipal Center
2 Woodward Avenue
Detroit, MI 48226

Re: Risk Management Council Annual Report - CY2021

Dear Honorable City Council Members:

On behalf of the City's Risk Management Council, we respectfully submit the Risk Management Report for Calendar Year 2021. This Annual Report summarizes areas of interest (as identified by the Risk Management Council), presentations made to the Risk Management Council on those topics, and action items to be taken to reduce the City's risk exposure. The Annual Report also identifies areas of focus that will be addressed in the near future.

We are pleased to brief the City Council at one of the upcoming regularly scheduled Budget, Finance and Audit (BFA) Standing Committee meetings. We can also meet with the Legislative Policy Division prior to the BFA Committee meeting to further invite discussion on the report.

Sincerely,

John Naglick, Jr.
Chief Deputy CFO/ Finance Director

Larry Foley
Director of Risk Management

Att: CY 2021 Annual Risk Management Report

Cc: Mayor Michael E. Duggan, City of Detroit
Risk Management Council
Jay B. Rising, CFO



Annual Risk Management Report - CY2021

Office of the Chief Financial Officer – Director of Risk Management
Risk Management Council
Submitted March 18, 2022

Overview

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Executive Summary

The City Charter requires the City to have a Risk Management Council, an advisory body to the Mayor, to identify areas of interest and to consume information organized by the Director of Risk Management. The City Charter specifies the membership of the Risk Management Council (see Exhibit 1 for current membership).

This Annual Report summarizes areas of interest (as identified by the Risk Management Council), presentations made to the Risk Management Council on those topics, and action items to be taken to reduce the City's risk exposure.

The Annual Report also identifies areas of focus that will be addressed in the near future.



Insurance Program – Overview

The section outlines the property and casualty insurance program for the City of Detroit. Although the city self-funds the majority of its liabilities, it does purchase some commercial insurance to protect the City against the risk of catastrophic loss.

The City purchases this insurance through its commercial insurance broker, Alliant, to access the commercial insurance market. For this service Alliant is paid a fee of \$125,000 per year.

Slide 6 provides a year-to-year comparison of the insurance premiums for the City of Detroit.



Insurance Program – Summary

Coverage	Limit	Deductible	Notes
All Risk Property	\$ 800,000,000	\$ 500,000	Includes a \$100 Million sub-limit for flood coverage
Airport Liability	200,000,000	1,000	
Excess Cyber Liability	3,000,000	2,000,000	(xs of Primary Cyber) ¹
Helicopter - Hull & Liability	25,000,000	10,000	
Treasurer Bond	20,000,000	N/A	
Fine Arts	31,000,000	2,500	
Workboat - Hull & Liability	1,000,000	1,000	
Excess Marine Liability	1,000,000	1,000,000	(xs of Primary) ²
Flood (misc. locations)	500,000	50,000	NFIP flood insurance
General Liability	5,000,000	1,000	

1) Excess Cyber sits above Primary cyber. The Primary cyber (\$2M) is included within the structure of the Property policy.

2) Excess Marine sits above the Primary Workboat Hull and Liability policy.



Insurance Program – Premium Summary

As of June 25, 2021

Coverage	Renewal Date	Premium FY 21	Premium FY 22	Difference	% Change
Airport Liability	2021-07-01	\$24,090	\$25,897	\$1,807	7.5%
All Risk Property	2021-07-01	\$1,251,744	\$1,982,118	\$730,374	58.3%
Excess Cyber	2021-07-01	\$23,232	\$150,000	\$126,768	545.7%
Excess Marine Liability	2021-11-04	\$1,722	\$1,722	\$0	0.0%
Fine Art	2021-08-07	\$37,173	\$37,173	\$0	0.0%
General Liability	2021-07-01	\$215,250	\$240,560	\$25,310	11.8%
Helicopter - Hull & Liability	2021-07-01	\$33,510	\$39,786	\$6,276	18.7%
NFIP Flood (misc. locations)	2021-04-24	\$16,398	\$16,632	\$234	1.4%
Treasurer Bond	2021-07-01	\$50,000	\$50,000	\$0	0.0%
Workboat Hull & Liability	2021-11-04	\$35,005	\$35,005	\$0	0.0%
Broker Fee (Alliant)		\$125,000	\$125,000	\$0	0.0%
TOTAL		\$1,813,124	\$2,703,893	\$890,769	49.1%



DDOT Safety Update

Recent Accomplishments

Published an Executive Safety Committee Charter*

Published a Preventable Review Board & Accident Review Board Charter*

Updated and re-issued procedures*

- AP-001: Executive Safety Committee
- AP-001a: Local Safety Committee
- AP-002: Revenue Vehicle Accident Investigation
- AP-003: Safety/Accident Incident Reports

Published a policy on Corrective Action Plans (CAP)

Created an ISOLATION sheet for high-profile legal incidents

Purchased TAPTCO Bus Operator Training Program

*Note: Copies are included in Exhibit 4.



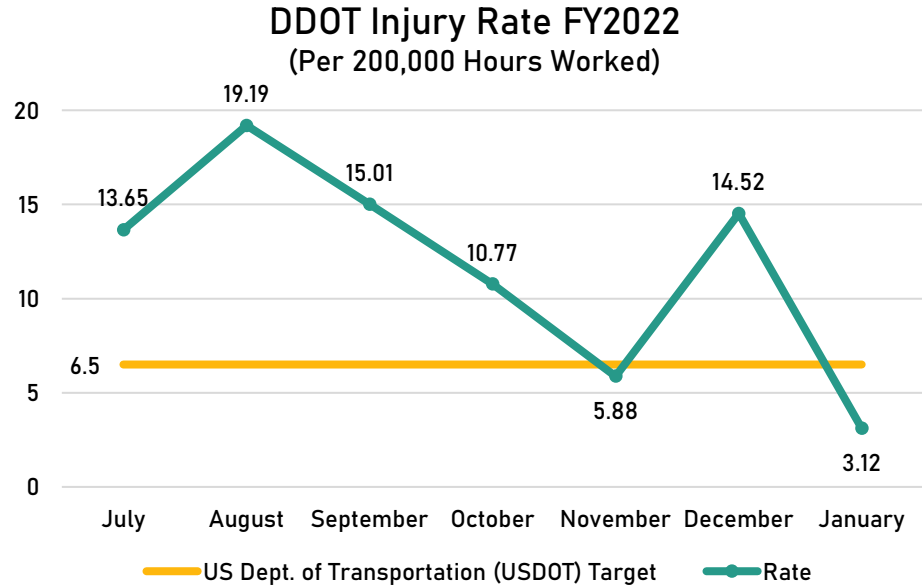
DDOT Safety Update *(cont.)*

Injury Rate continues to decline

January 2022 saw a 3.1% decrease in injuries versus January 2021

DDOT Safety Rulebook ready for sign off and to be part of the uniform

Working on last deliverable for new bus camera system before going out to bid



Note: DDOT is in the early stages of collecting data and will provide action plans and recommendations based on trends once more data is collected.

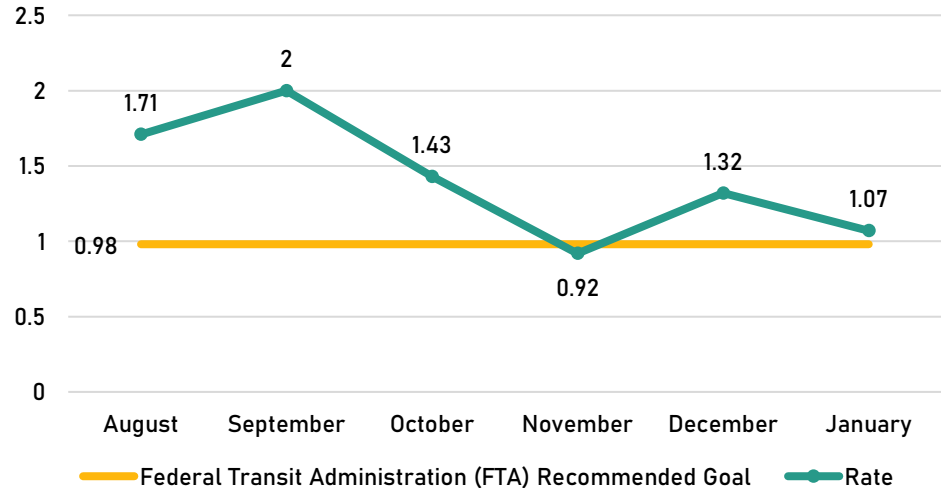


DDOT Safety Update (cont.)

Preventable collisions are down 37% since arrival of Chief Safety Officer (CSO) and implementation of new policies, procedures, and expectations

DDOT safety is requesting Labor Relations help revising existing mobile electronic device policy to ensure no distracted driving

DDOT Preventable Collision Rate FY2022
(Per 100,000 Miles Driven)



Note: DDOT is in the early stages of collecting data and will provide action plans and recommendations based on trends once more data is collected.



Flood Loss Update

Flood Loss of June 26, 2021

Total Loss estimated at \$ 2.45 Million (excludes DWSD)

- Charles H. Wright Museum - \$1.65M
- Coleman A. Young International Airport (DET) – est. at \$250,000
- Brennan Pool - est. at \$145,000

Note: Information above excludes losses of DWSD. This summarizes what the City expects to recover from property insurance.



Flood Loss Update

Insurance paid an advance of \$500,000 in November of 2021. (\$1 Million less the \$500,000 per occurrence policy deductible)

Charles H. Wright Museum is operated under a management agreement.

- Coordination with Wright on loss handling
- Coordination with Wright on deductible funding
- Coordination with Wright on insurance claim submission and the reimbursement process (Insurance pays on a “reimbursement basis”). There is an issue with timing of payments.

We have requested the next advance payment from the insurance carrier. This will be coordinated with Wright.



Liability Payment Summary

Calendar Year	Payout Amount
2018	\$ 11,662,041
2019	19,532,216
2020	6,119,355
2021*	22,632,920*
Grand Total	\$ 59,946,533

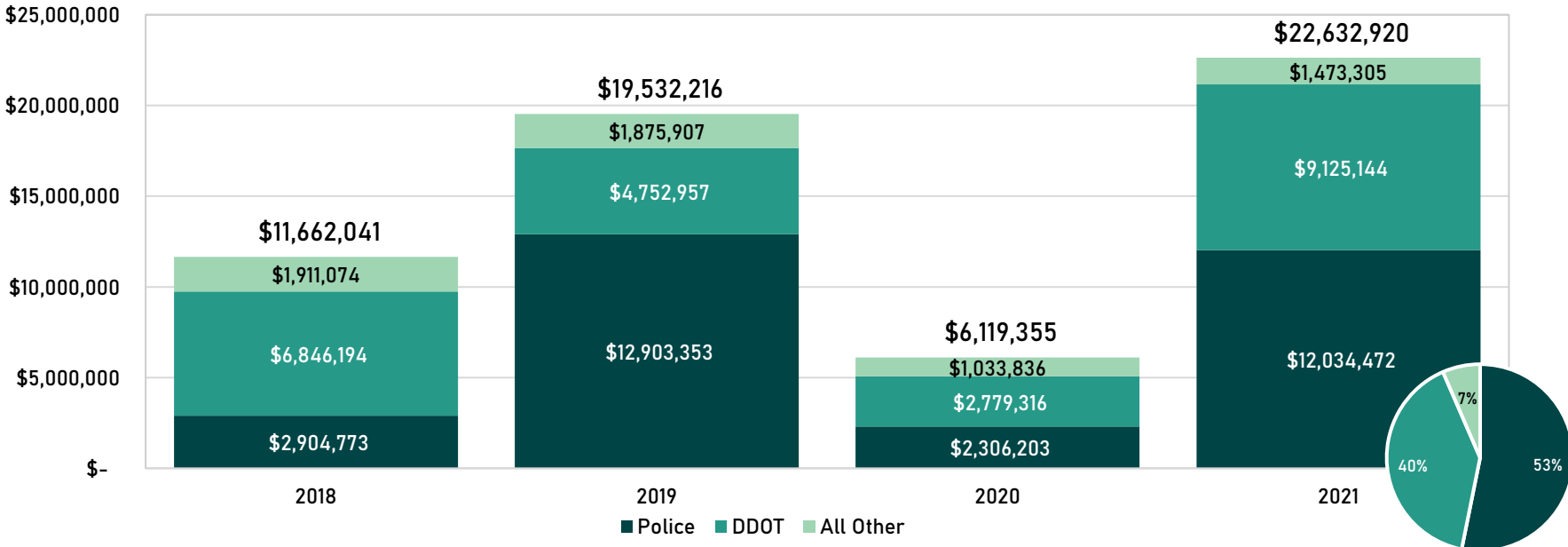
The City spent over \$22 Million in 2021 resolving liability claims, to total nearly \$60M from 2018 – 2021 (see Exhibit 2: Liability Payouts for additional detail).

*Note: Outside litigation expenses not included in 2021 figures totaled \$2,253,677 (10%). Outside litigation expenses were not calculated for previous years, but will be included going forward.



Liability Payment Details

4-Year Litigated Payouts (Total)

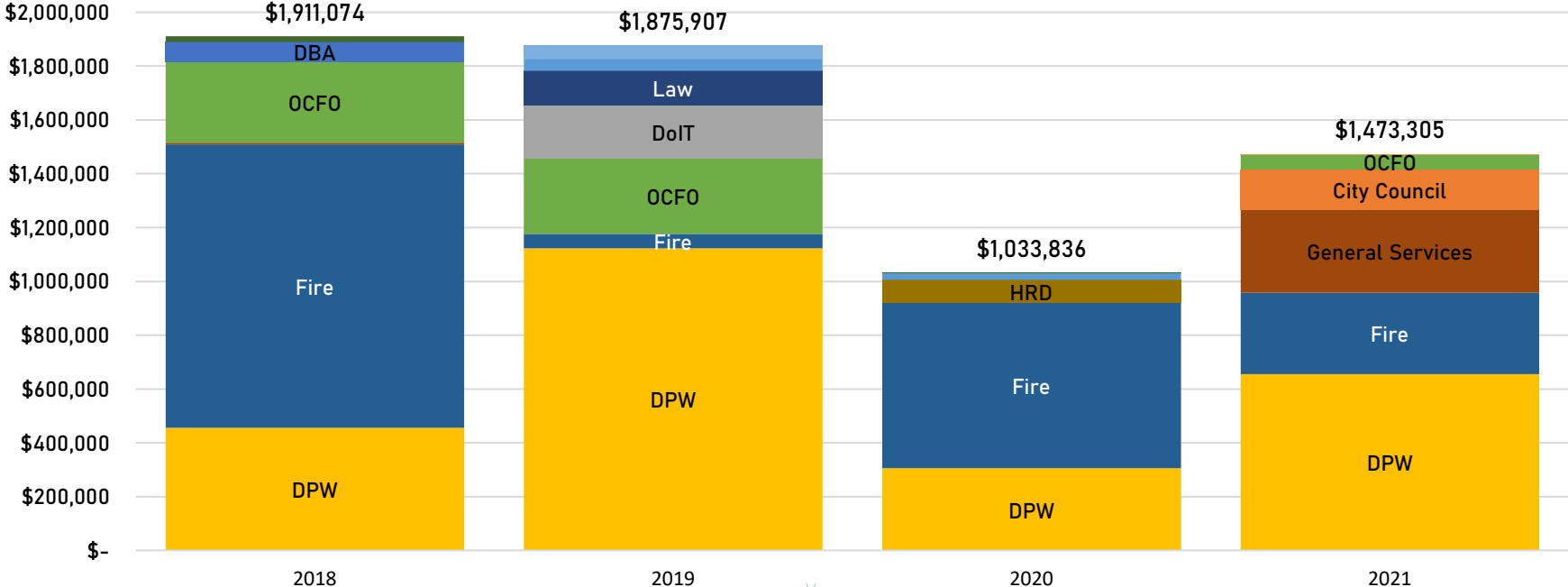


*Note: Outside litigation expenses not included in 2021 figures totaled \$2,253,677 (10%). Outside litigation expenses were not calculated for previous years, but will be included going forward.



Liability Payment Details

4-Year Litigated Payouts (ex Police/DDOT)

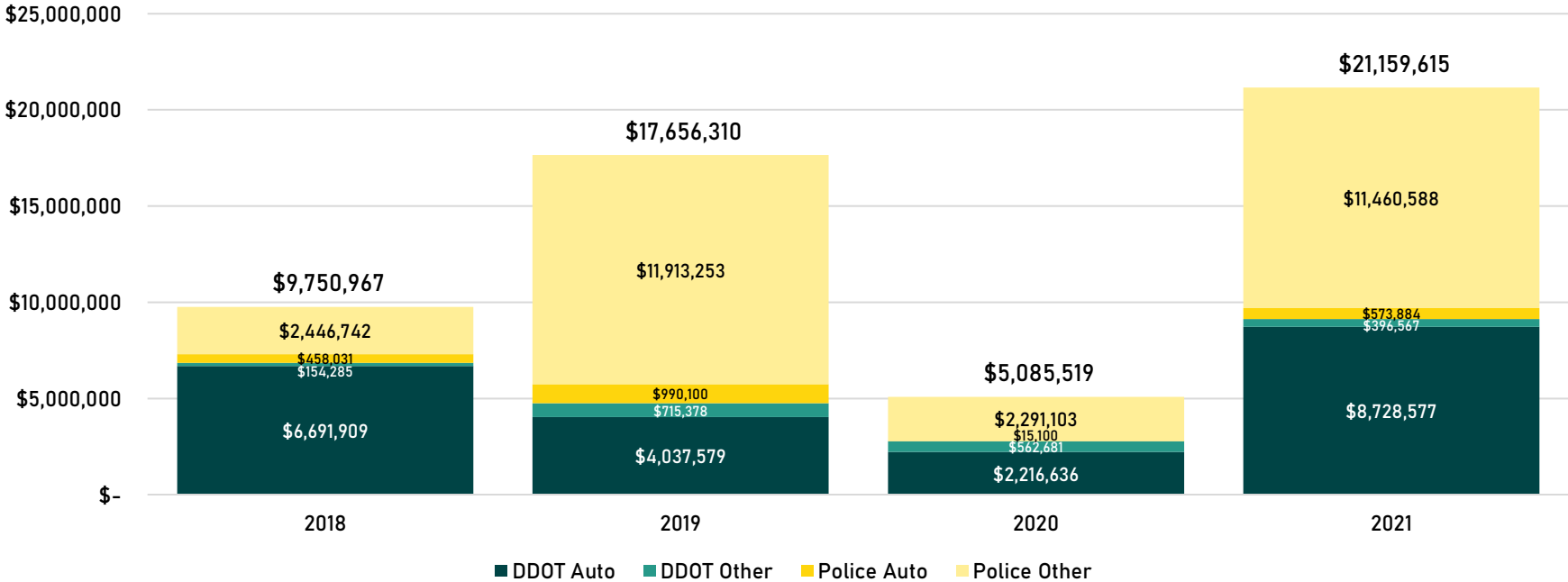


Note: Details can be found in Exhibit 2.



Liability Payment Details

4-Year Litigated Payouts (*Police/DDOT*)



Wrongful Incarceration Cases

- Currently 17 cases are pending against the City and/or current or former police officers. City is liable for the officer's liability in cases where the City has agreed to provide indemnification, or, if indemnification was denied, where indemnification was ordered by an arbitrator.
- In 2021 an arbitration panel awarded the plaintiff \$9.95 million on one case. That payment is included in the report's payout numbers.
- The City's liability on these cases has been limited in recent years because COVID has halted almost all trials, and cases typically do not settle until close to trial. Courts are now starting to allow trials.
- In addition to the City's exposure for the plaintiff's damages, these cases typically allow the plaintiffs' attorney to recover their attorney fees.
- The City has engaged outside counsel for many of these cases.



Liability – Action Items

Identify trends

Identify training opportunities to improve risk profile.

Continue to push for updated bus camera system

Driver training needs for all personnel

Vehicle Fleet Safety and Management policy

Wrongful Incarceration



Cyber Risk - Summary

Cybersecurity continues to be an area of focus for the City and Risk Management Council. The Cybersecurity team continues to work on a number of initiatives to improve the security posture of the City and identify and mitigate cyber risks at the City. Exhibit 3 includes information on two initiatives, Multifactor Authentication and Cyber orientation for new hires.



EXHIBITS

- Exhibit 1: Current Membership of Risk Management Council
- Exhibit 2: Liability Payouts
- Exhibit 3: Cyber Security
- Exhibit 4: Updated DDOT Procedures



Exhibit 1: Risk Management Council Membership

Department	Delegate
Mayor	Hakim Berry, Chief Operating Officer
Corporation Counsel	Chuck Raimi, Deputy Corporation Counsel
Police	Grant Ha, Deputy Chief
Finance (OCFO)	John Naglick, Chief Deputy CFO/ Finance Director
Human Resources	Kimberly Hall-Wagner, Chief of Policy & Planning
Auditor General	Mark Lockridge, Auditor General
City Council	David Whitaker, Director, LPD
Inspector General	Ellen Ha, Inspector General
Transportation	Richard Czeck, Chief Safety Officer, DDOT
DoIT	Art Thompson, CIO

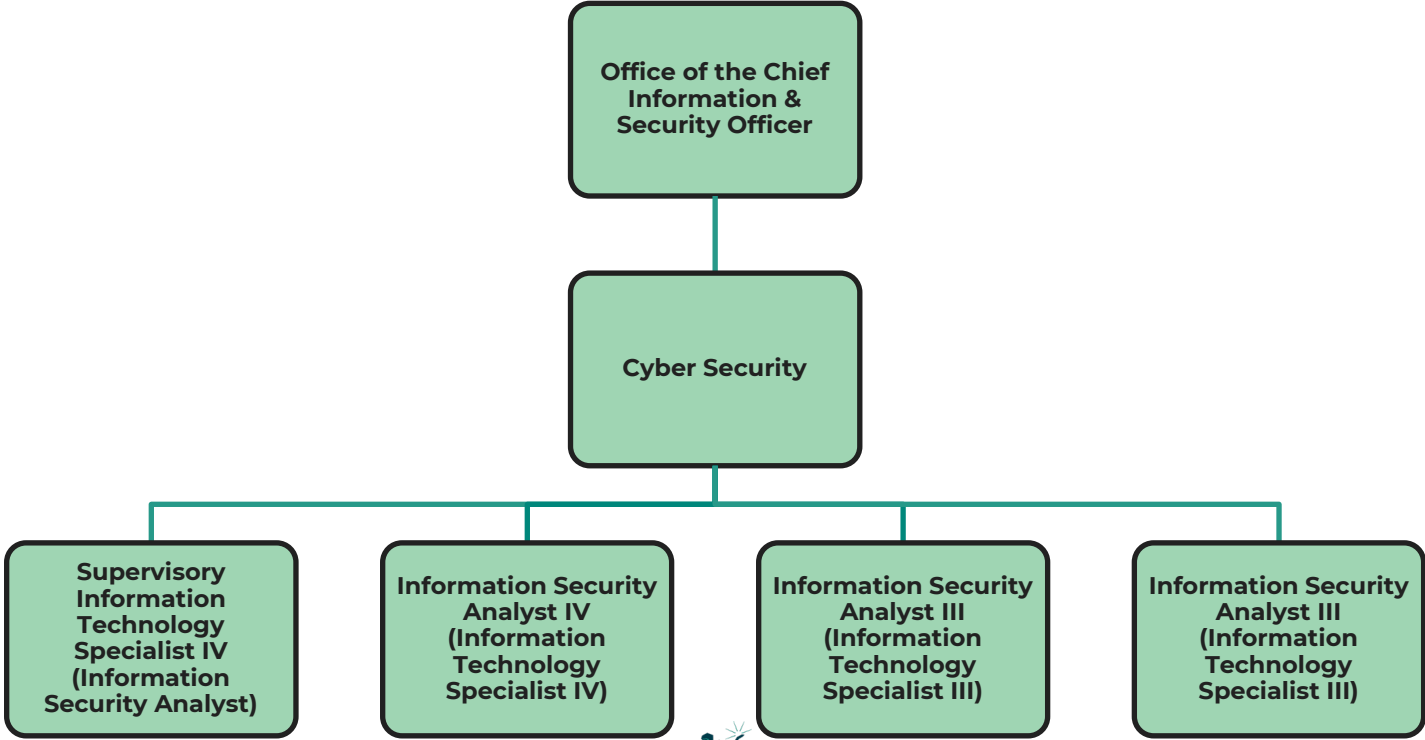


Exhibit 2: Liability Payouts



Department	Other	Auto	Grand Total
Buildings - Safety Engineering Department	\$ 70,000		\$ 70,000
2019	\$ 45,000		\$ 45,000
2020	\$ 25,000		\$ 25,000
City Council		\$ 149,142	\$ 149,142
2021		\$ 149,142	\$ 149,142
Department of Innovation and Technology	\$ 195,000		\$ 195,000
2019	\$ 195,000		\$ 195,000
Department of Public Works	\$ 2,244,428	\$ 296,260	\$ 2,540,689
2018	\$ 384,749	\$ 71,250	\$ 455,999
2019	\$ 1,118,300	\$ 5,000	\$ 1,123,300
2020	\$ 305,625		\$ 305,625
2021	\$ 435,754	\$ 220,010	\$ 655,765
Department of Transportation	\$ 1,828,911	\$ 21,674,700	\$ 23,503,611
2018	\$ 154,285	\$ 6,691,909	\$ 6,846,194
2019	\$ 715,378	\$ 4,037,579	\$ 4,752,957
2020	\$ 562,681	\$ 2,216,636	\$ 2,779,316
2021	\$ 396,567	\$ 8,728,577	\$ 9,125,144
Detroit Building Authority	\$ 75,000		\$ 75,000
2018	\$ 75,000		\$ 75,000
Finance Department	\$ 637,217		\$ 637,217
2018	\$ 300,000		\$ 300,000
2019	\$ 282,087		\$ 282,087
2021	\$ 55,129		\$ 55,129
Fire Department	\$ 1,165,023	\$ 858,009	\$ 2,023,032
2018	\$ 1,037,500	\$ 15,000	\$ 1,052,500
2019	\$ 12,500	\$ 41,000	\$ 53,500
2020	\$ 114,961	\$ 500,000	\$ 614,961
2021	\$ 62	\$ 302,009	\$ 302,071
GENERAL SERVICES	\$ 19,144	\$ 295,805	\$ 314,949
2018	\$ 6,250		\$ 6,250
2021	\$ 12,894	\$ 295,805	\$ 308,699
Health Department	\$ 250		\$ 250
2020	\$ 250		\$ 250
Housing and Revitalization Department	\$ 85,000		\$ 85,000
2020	\$ 85,000		\$ 85,000
Law Department	\$ 128,020		\$ 128,020
2019	\$ 128,020		\$ 128,020
Municipal Parking Department	\$ 1,325	\$ 23,000	\$ 24,325
2018	\$ 1,325	\$ 20,000	\$ 21,325
2020		\$ 3,000	\$ 3,000
Police Department	\$ 28,111,685	\$ 2,037,115	\$ 30,148,800
2018	\$ 2,446,742	\$ 458,031	\$ 2,904,773
2019	\$ 11,913,253	\$ 990,100	\$ 12,903,353
2020	\$ 2,291,103	\$ 15,100	\$ 2,306,203
2021	\$ 11,460,588	\$ 573,884	\$ 12,034,472
Water Department	\$ 49,000		\$ 49,000
2019	\$ 49,000		\$ 49,000
Non-Departmental	\$ 2,499		\$ 2,499
2021	\$ 2,499		\$ 2,499
Grand Total	\$ 34,612,501	\$ 25,334,031	\$ 59,946,533

Exhibit 3: Cyber Security





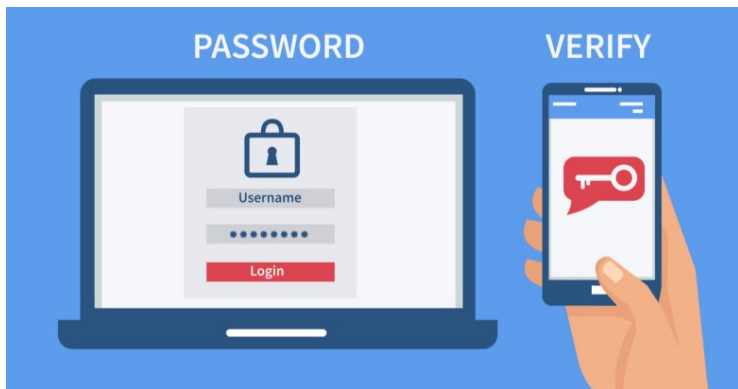
Cyber Security – Multifactor Authentication (MFA)

Office of the Chief Financial Officer – Director of Risk Management
Risk Management Council

What is Multifactor Authentication? (MFA)

MFA is an authentication method that requires the user to provide two or more verification factors to gain access to a resource such as an application, online account, or a VPN.

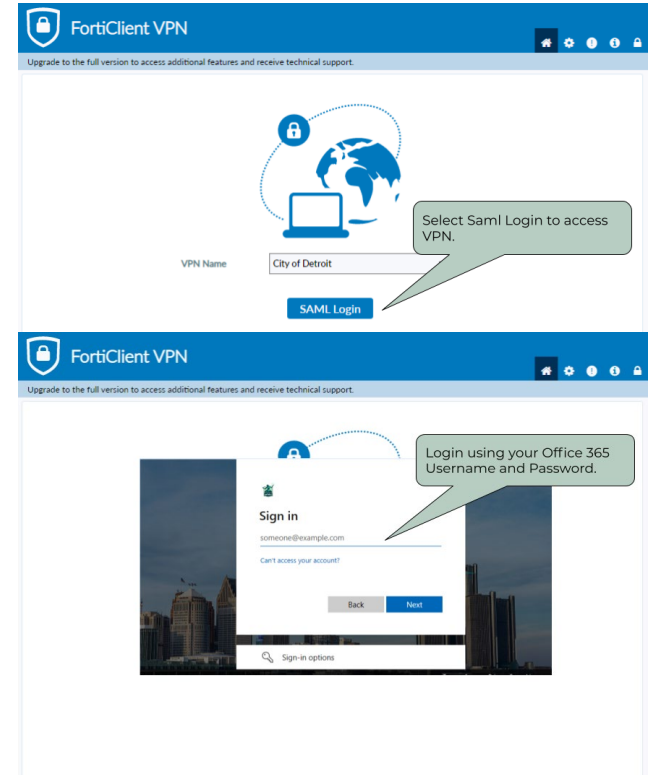
MFA is a core component of a strong identity and access management.



How will it be deployed? What will change?

DoIT has pushed the change to all users and was completed in December 2021.

When prompted to log onto the VPN you will now see an additional verification screen.



Cyber Security Orientation

Each new employee is introduced to the basics of Cyber security. In the City's new hire orientation, a member of the Cyber Security team covers:

- Computer & Internet appropriate usage
- Cyber policies
- Password requirements and complexity recommendations
- Social Engineering
- Phishing & Malware education
- Email scams & other type of cyber attacks



Exhibit 4: Updated DDOT Documents



Detroit Department of Transportation

Executive Safety Committee Charter - Bus & Paratransit



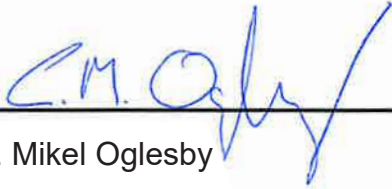
Version 1

POC for Changes is the DDOT Chief Safety Officer
October 2021



DDOT Executive Safety Committee Charter – Bus & Paratransit

Approved By:



C. Mikel Oglesby
Executive Director

10/11/21

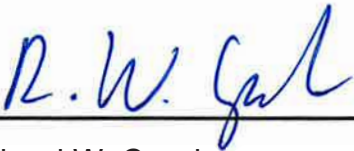
Date



Lois Pittman
Deputy Director – Operations

10/11/2021

Date



Richard W. Czeck
Chief Safety Officer

10/11/21

Date

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DCOUMENT REVISION RECORD

Revision #	Summary of Changes	Affected Pages	Concurrence Date	Effective Date
Original	Original			

Mission Statement

The primary objective of the Detroit Department of Transportation (DDOT) Executive Safety Committee – Bus & Paratransit (ESC going forward) is to provide support to enhance DDOTs Public Transportation Agency Safety Plan (PTASP). In addition to this primary mission, the ESC encourages employees and its service providers to participate in the safety process for the betterment of all concerned. The personal safety and health of each DDOT employee and service provider, safety to our customers, and the general public is of primary importance. To the greatest degree possible, this Committee will provide employees and service providers a voice to management to ensure all mechanical and physical facilities required for personal safety and health are controlled and maintained in keeping with the highest standards. In carrying out its primary mission, the ESC is committed to five basic principles

1. Find Fact, not fault
2. Disseminate policies, practices, and procedures that promote health and safety
3. Resolve any safety-related operational issues
4. Assist management in the action planning on occupational health and safety, and operational safety.
5. Act as a problem-solving group to help identify, assess, and prioritize risks and hazards through MIL-STD 882e
6. Resolve occupational health and safety issues.

PURPOSE

The purpose of this Charter is to provide a framework for the operation of the ESC. This Charter will be maintained in accordance with the provisions contained herein. The Chief Safety Officer may be consulted for guidance concerning any facet of the ESC.

RESPONSIBILITY

THE ESC, as a competent body, is solely responsible for managerial facets of this Charter and has full authority to make necessary decisions to ensure success of the ESC.

CHARTER CONTENT

The ESC will include, but is not limited to, the following:

1. Charter wording
2. ESC composition
3. Principal responsibilities
4. Meeting ground rules
5. Sub-committee responsibilities

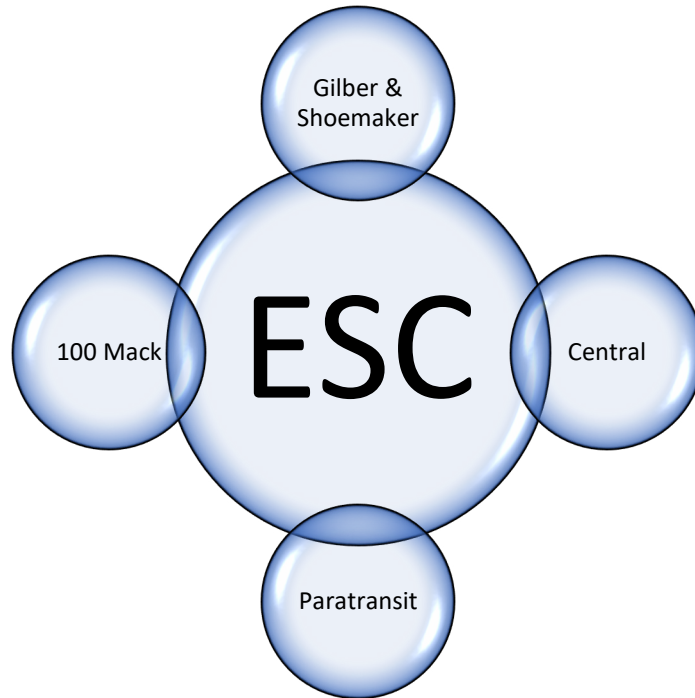
FORWARD

Employees must be empowered to plan, organize, coordinate, and participate in the safety process. By doing so, improvement in safety at DDOT is both controllable and measurable. Safety is an internal process that is controlled from the outside. Every employee is an equal partner in the safety process. There is no boss-subordinate relationship, no rank when it comes to safety. You either have a safe attitude or you do not, and since your behavior is dictated by your attitude, safety must be a part of work not merely a requirement of work. Each employee has unique skills to bring to the ESC mutually share goal of working in a safe manner. Empowering employees to make more decisions has positive results. Employees come to work thinking of working safety and managers have more time to work other issues, confident that safety issues are being handled in a positive manner. The punitive aspects of safety regulations are de-emphasized and replaced by a positive, lessons-learned approach. A strong emphasis is placed on a trusting relationship between management, employees, and union leadership.

REVIEW OF THE ESC Charter

The ESC will review and evaluate this Charter:

1. On an annual basis.
2. When changes occur to applicable regulations, policies, rules, standards operating procedures, plans, and/or best practices.
3. When DDOT facility, operational changes occur that require a revision to the Charter.
4. When an accident, near miss, or any mishap occurs that necessitates a review/revision to this Charter.

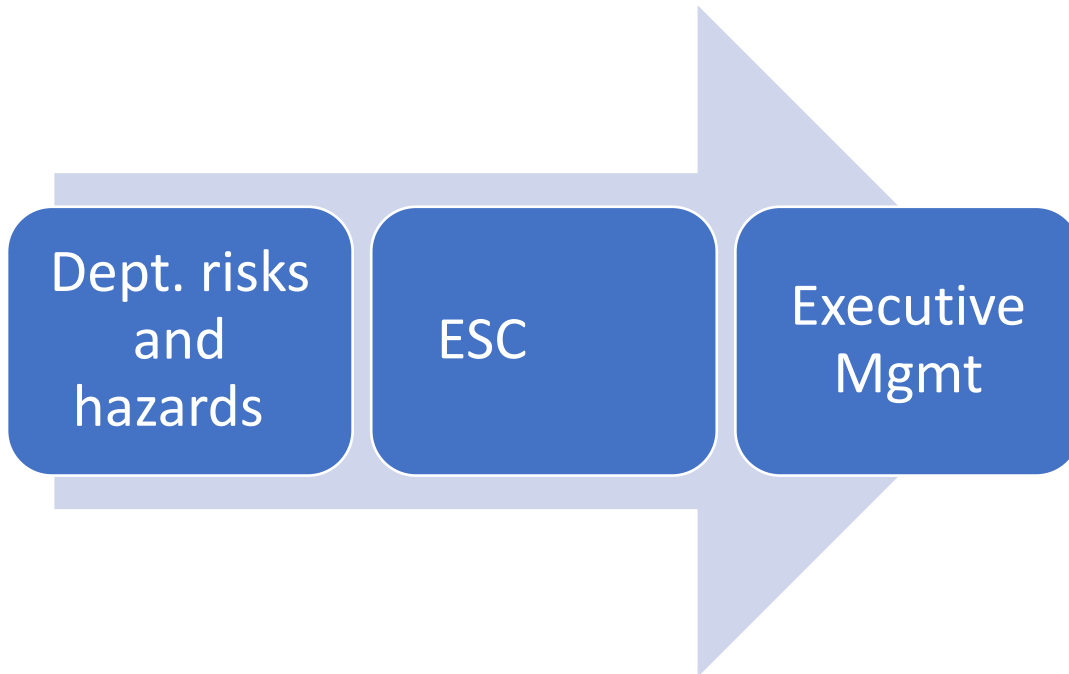


CHARTER FOR ESC

The ESC will encourage safety awareness among all employees and service providers. The ESC is established to monitor safety performance, safety inspections, and aid the DDOT Safety Department in growing DDOTs safety culture. The ESC is responsible for creating and maintaining a Charter that ensures the following:

- Provide information and data that reduces injuries and saves lives
- Maintain a constant awareness of conditions in all work areas that produces injuries
- Comply with and assist DDOT by adhering to all rules and laws pertaining to safety
- Place the safety and health of each employee in a position of primary importance
- Aid in the prevention of occupationally induced injuries and illnesses
- Aid in the prevention of damage to property
- Aid in the prevention of injury to customers and the general public
- Aid management in providing all mechanical and physical facilities required for personal safety and health by keeping consistent with industry standards
- Maintain a safety and health program conforming to the best management practices consistent with industry standards
- Establish a program that instills the proper attitudes toward injury and illness prevention.

The below graphic provides an illustration of information flow to ensure hazards, risky behaviors are being adequately addressed, the ESC is expected to provide its agendas, meeting minutes, hazard logs, corrective action monitoring logs at each ESC.



ESC COMPOSITION

The ESC will be comprised of DDOT employees and service providers as follows:

- Chief Safety Officer (Chair)
- Safety Manager (Co-Chair)
- DDOT Security Senior Guards
- Union Presidents and Vice Presidents
- DDOT Management (Operations, Personnel, Vehicle Maintenance, Plant Maintenance, Marketing, Scheduling)
- DDOT service provider – Paratransit
- City of Detroit HR (if they wish to participate)

PRINCIPAL RESPONSIBILITIES

The principal responsibilities of the ESC are as follows:

- The ESC Chair or Co-Chair organizes the meetings.
- The ESC Chair or Co-Chair will chair the meetings.
- The ESC Chair or Co-chair will establish a written agenda for each meeting.
- Assemble monthly to conduct the ESC.
- Conduct and oversee departmental safety meetings.
- Nominate Champions of Safety.
- Review accident/injury reports and discuss corrective actions.
- Discuss and report on unfinished business from previous meetings.
- Discuss old business.
- Discuss new business.
- Maintain appropriate records of safety-related activities.
- The Chair, Co-Chair will be present to ensure accurate and relevant notations of the meeting are taken by the minutes taker and offer advice.
- The Chair will track open safety items to conclusion.

ESC GROUND RULES

Each ESC meeting will be conducted in such a manner as to foster a productive work environment. The principal goal is to determine solutions to safety issues affecting DDOT employees, service providers, customers, and the general public.

MEETING MINUTES/AGENDA

- The Chair will develop the agenda and distribute to ESC
- The minutes will be developed by a designated minutes taker
- The minutes will be distributed to ESC members for review and comment within a 5-business day period.
- ESC members will have 3 business days to respond to drafts provided. Comments received after 3 business days will not be considered.
- Meetings minutes are to be distributed with 5 business days of the next ESC.
- Meeting minutes will be housed in the DDOT S drive

HAZARD/CORRECTIVE ACTION LOG

Hazard log provides system safety progress visibility and traceability for use in progress reports and QUARTERLY SAFETY REPORTS.

- The Hazard/Corrective Action Log will be used to track each hazard and corrective action to closure.
- Each Hazard and Corrective Action will have a point person, dated ID'd, description of hazard/corrective action, initial hazard assessment, and status.
- ESC Chair will deliver hazards and corrective action to appropriate holders before the next ESC.

DISCUSSION TIME LIMITS

To establish and maintain a productive course of action on individual safety issues, the ESC has established discussion time limits that must be adhered to. Discussion time limits will be generally kept to a 5-minute time limit per safety issue.

SUBCOMMITTEE ACTIONS

When a safety issue cannot be resolved in a reasonable amount of time (to be determined by the Chair), a subcommittee (of a least 2 people) will be selected, and the safety issue turned over to the subcommittee for investigation and development of recommendations. Subcommittees will not be headed by union members.

Subcommittees will be classified as OLD BUSINESS and integrated into the next ESC meeting as appropriate.

Subcommittees will be given a suspense date by the ESC Chair to ensure a timely course of action. The ESC will suspend subcommittees when issue has been resolved or if the current subcommittee cannot come to a timely resolution. Additional time may be rewarded as required.

SUBCOMMITTEE RESPONSIBILITIES

Subcommittees will be established based on the experience, expertise, responsibilities, and capabilities of the members selected. Subcommittees are NOT intended to be a decision-making body. Subcommittees are charged with determining possible courses of action for the resolution of safety issues not resolved during ESC. Subcommittee findings will be presented at the ESC.

Subcommittees will

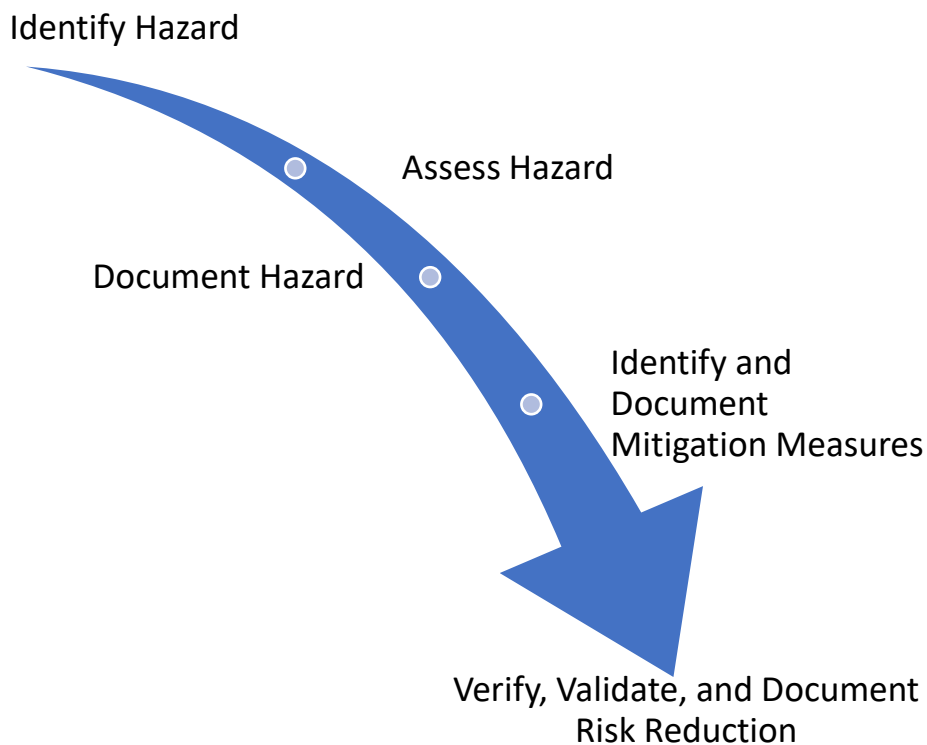
- Provide recommendations for resolutions by the next ESC or by a previously determined date.
- Not be afforded decision-making power for any safety issue
- Present recommended courses of action to the ESC. Safety issues will be determined based on the following decision tier:

- Engineering controls will be considered priority
- Administrative controls will be considered second priority
- Personal Protective Equipment (PPE) will be considered third priority

PRIORITIZATION OF SAFETY ISSUES/HAZARD IDENTIFICATION

Hazard identification defines the conditions that have potential for causing an accident or injury. The first step in this process is to define the physical and functional characteristics of the system to be analyzed. These characteristics are presented in terms of the major elements, which make up the system: Equipment, Procedures, People, and Environment. Knowledge of how the individual system elements interface with each other is essential to the hazard identification effort.

The following table illustrates the approach to be taken for each hazard that is brought to the attention of the ESC. Hazards will be documented in the Hazard/Corrective Action Log.



Safety issues will be prioritized according to the following rating system:

To determine the appropriate severity category at a given point in time, identify the potential for death or injury, environmental impact, or monetary loss. A given hazard may have the potential to affect one or all areas.

SEVERITY CATEGORIES

Description	Severity Category	Mishap Result Criteria
Catastrophic	1	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, significant DDOT expenditures.
Critical	2	Could result in one or more of the following: permanent partial disability, injuries, or occupational illness that may result in hospitalization of at least 1 person, reversible significant environmental impact, moderate DDOT expenditures.
Marginal	3	Could result in one or more of the following: injury or occupational illness resulting in one or more lost workdays, reversible environmental impact, or marginal DDOT expenditures.
Negligible	4	Could result in one or more of the following: injury or occupational illness not resulting in a lost workday, minimal environmental impact, or minimal DDOT expenditures.

To determine the appropriate probability level as defined below for a given hazard at a given point in time, assess the likelihood of an occurrence of a mishap.

Probability Level F is used to document cases where the hazard is no longer present. No amount of doctrine, training, warning, caution, or PPE can move a mishap probability to Level F.

PROBABILITY LEVELS

Description	Level	Specific Individual Item	Fleet or Inventory
Frequent	A	Likely to occur in the life of the system	Continuously experienced
Probable	B	Will occur several times in the life of an item	Will occur frequently
Occasional	C	Likely to occur sometime in the life of an item	Will occur several times
Remote	D	Unlikely, but possible to occur in the life of the item	Unlikely to occur, but possible
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of the item	Unlikely to occur, but possible
Eliminated	F	Incapable of occurring. This level is used when potential hazards are identified and alter eliminated.	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated

Assessed risks are expressed as a Risk Assessment Code which is a combination of one severity category and on probability level. See table below.

SEVERITY PROBABILITY	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	Serious	Medium
Probable (B)	High	High	Serious	Medium
Occasional (C)	High	Serious	Medium	Low
Remote (D)	Serious	Medium	Medium	Low
Improbable (E)	Medium	Medium	Medium	Low
Eliminated (F)	Eliminated			

TRACKING OF OLD BUSINESS

Old business will be tracked to resolution. Issues will be resolved as soon as possible. Where old business is carried beyond a reasonable (determined by Chair) amount of time, the Chair will upgrade the priority of the issue and submit it to Executive Management for resolution.

DEFINITIONS

Accident: An unforeseen event or occurrence, which causes property damage, personal injuries or fatalities, or any combination thereof.

Damage: Includes damage to DDOT equipment and any other property involved in the accident.

Fatality: A victim of an accident is pronounced dead by medical professional.

Fire: An unexpected event that results in the release of smoke and flame, either from an electrical or mechanical defect, or of undetermined origin that results in personal injury or damage to the vehicle or its components. When a fire is caused by a mechanical defect, the accident will be classified as a mechanical failure. The rationale for this being that the accident should be classified to reflect the initial condition that resulted in the accident.

Class A Fires: Class A fires involve ordinary combustible materials like paper, wood and fabrics, rubber. Most of the times, this type of fire is effectively quenched by water or insulating by another suitable chemical agent.

Class B Fires: Class B fires mostly involve flammable liquids (like gasoline, oils, greases, tars, paints etc.) and flammable gases. Dry chemicals and carbon dioxide are typically used to extinguish these fires.

Class C Fires: Class C fires involve live electrical equipment like motors, generators, and other appliances. For safety reasons, non-conducting extinguishing agents such as dry chemicals or carbon dioxide are usually used to put out these fires.

Arson: The act of intentionally or recklessly setting fire to another's property in order to damage or destroy (i.e., Person lights a fire on a vehicle or at a station) – **Security Issue.**

Incident: An unforeseen event or occurrence, which does not necessarily result in death, injury, or property damage.

Injury: Includes physical harm or damage to a passenger(s), operator and others directly involved in an accident.

Injury – Apparent: Any accident that causes any person to show evidence of an abrasion, bruise, swelling, burns, limping or obviously painful movement and/or bleeding wound, distorted member, etc. or causes any person to receive medical treatment at the scene of the accident or to be transported to a hospital of treatment.

Injury – Claimed: No apparent evidence of injury to any person involved in the accident by the observer but claimed by a person.

Injuries – Multiple: All accidents in which two or more persons are injured.

Mechanical Failure Accident: An accident caused by the failure of a component or assembly that causes the vehicle to malfunction regardless of whether the failure occurred because of human error, maintenance, or design deficiencies. An accident will also be classified as a mechanical failure if an operator alleges that such failure has occurred and was the cause of the accident, whether or not the allegation is found to be true.

Near Miss: All incidents, which did not involve personal injury or damage to equipment or property but could have resulted in death or serious injury.

Property: Vehicles, equipment or other physical objects that are owned/leased by DDOT or others that were involved in an accident.

Detroit Department of Transportation

Preventable Review Committee and Accident Review Board Charters



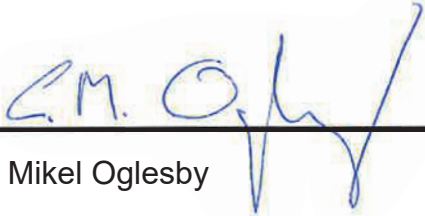
Version 1

POC for Changes is the DDOT Chief Safety Officer
October 2021



Preventable Review Committee and Accident Review Board Charter

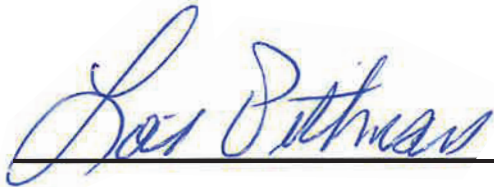
Approved By:



C. Mikel Oglesby
Executive Director

10/11/21

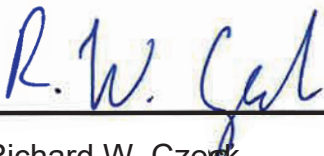
Date



Lois Pittman
Deputy Director – Operations

10/11/2021

Date



Richard W. Czeck
Chief Safety Officer

10/11/21

Date

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DCOUMENT REVISION RECORD

Revision #	Summary of Changes	Affected Pages	Concurrence Date	Effective Date
Original	Original			

Mission Statement

The primary objective of the Detroit Department of Transportation (DDOT) Preventable Review Committee (PRC) is to provide support to enhance DDOTs Public Transportation Agency Safety Plan (PTASP). In addition to this primary mission, the employees, and its service providers to participate in the safety process for the betterment of all concerned. The personal safety and health of each DDOT employee and service provider, safety to our customers, and the general public is of primary importance. To the greatest degree possible, this Committee will provide a fair, transparent, and objective voice in determining in an accident was preventable or non-preventable. In carrying out its primary mission, the PRC is committed to 5 basic principles

1. Find fact, not fault
2. Review all available statements and video/audio
3. Consistent application of grading
4. Use the National Safety Council's *A Guide to Determine Motor Vehicle Collision Preventability*
5. Inform employees of the grade

PURPOSE

The purpose of this Charter is to provide a framework for the operation of the PRC. This Charter will be maintained in accordance with the provisions contained herein. The Chief Safety Officer may be consulted for guidance concerning any facet of the PRC and ARB.

RESPONSIBILITY

The PRC and ARB, as competent bodies, are solely responsible for determining preventability of an accident. The committees do not look at legality of any action, only did the Operator do everything reasonable to avoid the accident/collision.

CHARTER CONTENT

The PRC and ARC will include, but are not limited to, the following:

1. Charter wording
2. PRC and ARB composition
3. Principal responsibilities
4. Meeting ground rules
5. National Safety Council guidelines

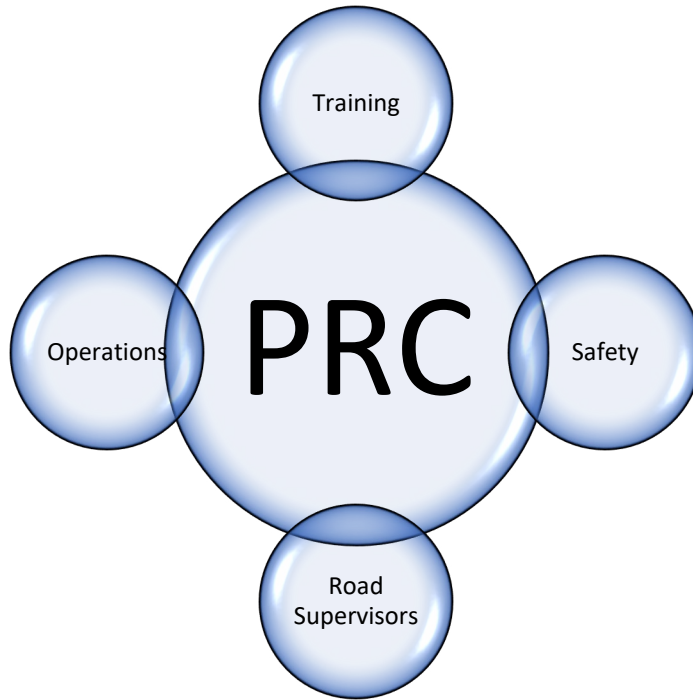
FORWARD

DDOT employees must be empowered to participate in the safety process. By doing so, improvement in safety at DDOT is both controllable and measurable. Safety is an internal process that is controlled from the outside. Every employee is an equal partner in the safety process. There is no boss-subordinate relationship, no rank when it comes to safety. You either have a safe attitude or you do not, and **since your behavior is dictated by your attitude**, safety must be a part of work not merely a requirement of work. Each employee has unique skills to bring to the PRC and ARB and a mutually shared goal of working in a safe manner.

REVIEW OF THE PRC and ARB Charter

The PRC and ARB will review and evaluate this Charter:

1. On an annual basis.
2. When changes occur to applicable regulations, policies, rules, standards operating procedures, plans, and/or best practices.



CHARTER FOR PRC

The PRC will encourage the correct grading of all accidents that occur on vehicles in the DDOT fleet.

PRC COMPOSITION

The PRC will be comprised of DDOT employees and service providers as follows:

- Chief Safety Officer (Chair)
- Safety Manager (Co-Chair)
- A rotating DDOT Bus Training employee
- A rotating DDOT Operations Management team member
- A rotating STSI (union) employee

The rotations are done to ensure no one person is burdened and to ensure DDOT operational flow. Together Safety, Training, Road Supervisors, Operations, and Union personnel can make a fair decision.

PRINCIPAL RESPONSIBILITIES

The principal responsibilities of the PRC are as follows:

- The PRC Chair or Co-Chair organizes the meetings
- The PRC Chair or Co-Chair will chair the meetings
- Assemble weekly to conduct the PRC
- Review all available statements and video
- Grade the accident
- Majority rules on grade
- Prepare Preventable letters for employees
- Safety tracks the PRC data and reports data at ESC and to Executive management

PRC GROUND RULES

Each PRC meeting will be conducted in such a manner as to foster a productive work environment. The principal goal is to determine preventability, not legality.

USE OF NATIONAL SAFETY COUNCIL MATERIAL

The PRC will use the *A Guide To Determine Motor Vehicle Collision Preventability* to guide decisions where needed.

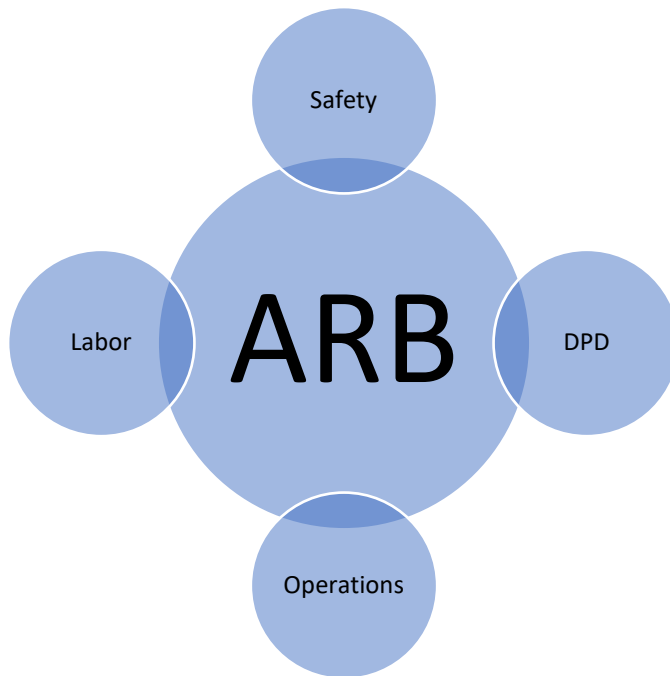
The Guide takes the approach that most collisions are preventable and provides case examples.

The National Council (NSC) states, "A preventable collision is one in which the driver failed to do everything that reasonably could have been done to avoid it."

NSC states, "The decision in terms of avoiding future crashes...is preventability."

The NSC recommends decisions by a review committee composed of individuals from all departments in the organization directly involved in the safety program. DDOT has accomplished this by ensuring the PRC as representatives from Safety, Training, Road Supervision (Union), and Operations.

The NSC states, "Collisions with fixed objects are preventable. Such crashes usually involve failure to check or properly judge clearance. The driver must consistently be on the lookout for such conditions and make the necessary driving allowances."



CHARTER FOR ARB

The ARB will ensure that those employees who feel the initial grade of “PREVENTABLE” was incorrect, can be reviewed a final time. The decision of the ARB is final.

ARB COMPOSITION

The ARB will be comprised of DDOT employees and service providers as follows:

- Chief Safety Officer (Chair and sets up Boards and facilitates Boards -does not provide a ruling)
- Safety Manager (Co-Chair)
- 2 rotating members from the applicable Union
- 2 rotating members from DDOT Operations Management tea.
- An impartial Detroit Police Department officer to act as moderator and provide for a tiebreaker.

The rotations are done to ensure no one person is burdened and to ensure DDOT operational flow if a person is unavailable. Together, Management and Labor personnel can make a fair decision, along with a Detroit Police Department tiebreaker vote, if needed.

PRINCIPAL RESPONSIBILITIES

The principal responsibilities of the ARB are as follows:

- The ARB Chair or Co-Chair organizes the meetings
- The ARB Chair or Co-Chair will facilitate the meetings
- Assemble monthly to conduct the ARB
- Review all available statements and video
- Vote on preventability, no legality
- DPD provides tiebreaker vote, if needed
- Safety tracks the ARB data and reports data at ESC and to Executive Management

ARB GROUND RULES

Each ARB will be conducted in such a manner as to foster a productive work environment. The principal goal is to determine preventability, not legality.

The Safety Department does not rule in the ARB.

A Union rep will accompany the employee to ARB and sit with them.

Safety will ensure video is available for review (where available) and have all statements.

Safety will then leave the room.

Labor and Management will then discuss the accident, time limit of 10 minutes.

DPD will ask for a raise of hands for votes on preventability.

If there is a 2-2 tie, DPD moderator will cast the tiebreaker vote.

Vote is final.

Safety is brought back into room, and DPD provides results of discussion.

Employee leaves room, and next case (if any) is brought in.

Continue until all are complete.

An employee has one (1) opportunity to push to next ARB. If employee does not show, the original PRC grade is Final. "Pushing" is only for emergencies.

DEFINITIONS

Accident: An unforeseen event or occurrence, which causes property damage, personal injuries or fatalities, or any combination thereof.

Damage: Includes damage to DDOT equipment and any other property involved in the accident.

Fatality: A victim of an accident is pronounced dead by medical professional.

Fire: An unexpected event that results in the release of smoke and flame, either from an electrical or mechanical defect, or of undetermined origin that results in personal injury or damage to the vehicle or its components. When a fire is caused by a mechanical defect, the accident will be classified as a mechanical failure. The rationale for this being that the accident should be classified to reflect the initial condition that resulted in the accident.

Class A Fires: Class A fires involve ordinary combustible materials like paper, wood and fabrics, rubber. Most of the times, this type of fire is effectively quenched by water or insulating by another suitable chemical agent.

Class B Fires: Class B fires mostly involve flammable liquids (like gasoline, oils, greases, tars, paints etc.) and flammable gases. Dry chemicals and carbon dioxide are typically used to extinguish these fires.

Class C Fires: Class C fires involve live electrical equipment like motors, generators, and other appliances. For safety reasons, non-conducting extinguishing agents such as dry chemicals or carbon dioxide are usually used to put out these fires.

Arson: The act of intentionally or recklessly setting fire to another's property in order to damage or destroy (i.e., Person lights a fire on a vehicle or at a station) – **Security Issue.**

Incident: An unforeseen event or occurrence, which does not necessarily result in death, injury, or property damage.

Injury: Includes physical harm or damage to a passenger(s), operator and others directly involved in an accident.

Injury – Apparent: Any accident that causes any person to show evidence of an abrasion, bruise, swelling, burns, limping or obviously painful movement and/or bleeding wound, distorted member, etc. or causes any person to receive medical treatment at the scene of the accident or to be transported to a hospital of treatment.

Injury – Claimed: No apparent evidence of injury to any person involved in the accident by the observer but claimed by a person.

Injuries – Multiple: All accidents in which two or more persons are injured.

Mechanical Failure Accident: An accident caused by the failure of a component or assembly that causes the vehicle to malfunction regardless of whether the failure occurred because of human error, maintenance, or design deficiencies. An accident will also be classified as a mechanical failure if an operator alleges that such failure has occurred and was the cause of the accident, whether or not the allegation is found to be true.

Near Miss: All incidents, which did not involve personal injury or damage to equipment or property but could have resulted in death or serious injury.

Property: Vehicles, equipment or other physical objects that are owned/leased by DDOT or others that were involved in an accident.

Reasonable: with sound judgement: fair and sensible; as much as appropriate



Administrative Procedure

Procedure No:
AP-001

Page **1 of 5**

MONTHLY EXECUTIVE SAFETY COMMITTEE MEETING

Supersedes:
NA

Rev. No.:
2

Issuing Department:

Approval:

Safety Department

RWC, Chief Safety Officer

Previous Rev.
Date:

NA

Effective Date:

**December 6,
2021**

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- 3.0 Scope of Application**
- 4.0 Definitions**
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- 6.0 Supporting Form/Checklist**
- 7.0 Roles and Responsibilities**
- 8.0 Related Documentation**
- 9.0 Authority/Regulation**
- 10.0 Records**

1.0 Purpose of Procedure

This Administrative Procedure establishes the procedures for Detroit Department of Transportation (DDOT) employees to convene the required monthly Executive Safety Meeting (ESC). This procedure outlines what Safety-centric information is to be presented at each ESC and who is to attend the ESC.

Identified positions at each property are required to hold and attend the monthly ESC. The purpose of the ESC is to understand the state of your safety culture, both positive areas and those areas that need improvement. **Your attendance is required.**

2.0 Procedural Objective

The ESC objectives are:

- Understand the state of your safety culture
- Promote safety
- Review relevant safety data (injuries and accidents)
- Review evidence of positive and subpar safety culture
- Discuss/plan for relevant current and upcoming safety campaigns
- Review outstanding Corrective Action Plans (CAPs), Hazards, and Audit findings. CAP holder MUST provide updates when called upon.

3.0 Scope of Application

This procedure was developed in conjunction with the existing DDOT Public Transit Agency Safety Plan and its included Safety Management System (SMS).

4.0 Definitions

DDOT – Detroit Department of Transportation

ESC – Executive Safety Committee

YTD – Year to Date

CAPs – Corrective Action Plans

5.0 Method (Process)

ESC will cover, at a minimum:

- Safety promotion (recognize monthly “Champions of Safety”)
- Safety Data
 - Total Collision rate
 - Preventable Collision Rate
 - Non-Preventable Collision Rate
 - Preventable Collision by Day and Month

- Preventables by seniority (as data becomes available)
- Near misses per month (by type) (as data becomes available)
- Video telematics review (when installed)
- Review of most Risky Operators (by property – quarterly)
- Top 3 collision routes (once a quarter-presentation by Garage Mgmt)
- Review of monies spent on monthly VM repairs (presentation by VM manager)
- Solutions for preventable collision types
- Injury Rate
- WC review by department
- Solutions for injury types
- Non-collision injury review by type
- Injury worker graphic review (quarterly)
- Relevant video review (with discussion)
- Review of any applicable Safety campaigns
- Review of any DDOT Safety bulletins
- Safety Investigation status updates
- On-deck Safety activities for the coming months
- CAPs/Hazards/Audit Findings (coming due in next 30 days and past due)

Required Attendance

Required attendees include the entire local DDOT Safety team (CSO and Senior Service Guards), Senior Operations leadership to include Bus Operations, Paratransit Operations, Vehicle Maintenance, Building Maintenance, DDOT Marketing Representative, Transit Police Leadership, Road Supervisor Management, Operations Control Center Management, Scheduling and Operator and Vehicle Maintenance Training Management. Union Leadership (President and Vice Presidents) are highly encouraged to attend to understand Safety Culture. Attendance will be taken, and appropriate persons notified for those not in attendance without a valid reason.

ESC Deck Build and Minutes

The ESC Deck is to be built by the CSO and his/her team. **An agenda is required** for each ESC.

Typed minutes of each SSC are **required to be distributed within 2 weeks** each ESC and reviewed at the beginning of the next ESC.

Each ESC presentation, associated minutes, and agenda **are required to** be sent to all required attendees **within 2 business days** after the ESC.

Quarterly Safety Reviews

The month after each quarter end, a *Quarterly Safety Report* is due to the Appropriate Executive Leadership. The report **must include** at a minimum:

- Safety Data
 - Total Collision rate (YTD vs pervious 2 yr. YTD)
 - Preventable Collision Rate ((YTD vs pervious 2 yr. YTD)
 - Non-preventable Collison Rate
 - Top 5 collision types
 - Near misses per month (when data becomes available)
 - Video telematics review (if installed)
 - Injury Rate
 - WC review
- Safety Investigation status with Root Cause
- Safety Projects in process
- Safety Promotion Awards
- Any Safety Training completed by local Safety Department completed in discussed quarter
- Next Quarter look-ahead

6.0 Supporting Form/Checklist

Specific References include:

- AP-003
- AP-002
- DDOT PTASP document

7.0 Roles and Responsibilities

The Chief Safety Officer is responsible to ensure Executive Safety Committee Meetings take place and all deliverables for said meeting are tracked to completion.

8.0 Related Documentation

Specific References include:

- AP-003
- AP-002
- DDOT PTASP document

9.0 Authority/Regulation

49 CFR Part 673 Notice of Enforcement Discretion for the Public Transportation Agency Safety Plan.

10.0 Records

Electronic copy of this Administrative Procedure will be available on DDOT shared drive.



Administrative Procedure

Procedure No:
AP-001a

Page **1 of 4**

LOCAL SAFETY COMMITTEE MEETING

Supersedes:
NA

Rev. No.:
1

Issuing Department:

Approval:

Previous Rev.
Date:

Effective Date:

Safety Department

RWC, Chief Safety Officer

NA

**December 6,
2021**

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- 10.0 Records**

1.0 Purpose of Procedure

This Administrative Procedure establishes the procedures for Detroit Department of Transportation (DDOT) employees to convene the required monthly local Safety Meetings. This procedure outlines what Safety-centric information is **required** to be presented at each local Safety Committee Meeting and who is to attend the local Safety Committee Meetings.

Identified positions at each property are required to hold and attend the local Safety Committee Meeting. The purpose of local Safety Committee meeting is to understand the state of your safety culture, both positive areas and those areas that need improvement.

2.0 Procedural Objective

The ESC objectives are:

- Understand the state of your safety culture
- Promote safety
- Review relevant safety data (injuries and accidents)
- Review evidence of positive and subpar safety culture
- Discuss/plan for relevant current and upcoming safety campaigns
- Review outstanding Corrective Action Plans (CAPs), Hazards, and Audit findings
- Conduct a facility site safety walk-through (when appropriate)

3.0 Scope of Application

This procedure was developed in conjunction with the existing DDOT Public Transit Agency Safety Plan and its included Safety Management System (SMS).

4.0 Definitions

DDOT – Detroit Department of Transportation

ESC – Executive Safety Committee

YTD – Year to Date

CAPs – Corrective Action Plans

5.0 Method (Process)

Local Safety Committee Meetings will cover, at a minimum,:

Safety Data

- Total Collision rate
- Preventable Collision Rate
- Non-Preventable Collision Rate
- Preventable Collision by Day and Month
- Preventables by seniority (when data available)
- Near misses per month (when data available)
- Video telematics review (if installed)
- Review of most Risky Operators (quarterly)
- Top 3 collision routes (once a quarter)
- Review of monies spent on monthly VM repairs
- Solutions for preventable collision types
- Injury Rate
- WC review by department
- Solutions for injury types
- Non-collision injury review by type

Review of any applicable Safety campaigns

Review of any DDOT Safety bulletins

Safety Investigation status updates

On-deck Safety activities for the coming months

CAPs/Hazards/Audit Findings (coming due in next 30 days and past due)

Required Attendance

Required attendees include at least 1 DDOT Safety staff member and a facility's management staff (Operations Superintendent and Vehicle Maintenance Superintendent). A seasoned, trusted bus operator and mechanic are encouraged. It is highly encouraged that union safety reps attend. Attendance will be taken.

Minutes

A local staff member assigned to the committee will take minutes and keep a running database of outstanding corrective actions and hazards that need addressed.

Typed minutes of each local Safety Committee Meeting are required to be emailed to all required attendees within 5 business days before the next local Safety Committee Meeting.

Each local Safety Committee Meeting minutes are required to be emailed to all required attendees with 5 business days after the local Safety Committee Meeting.

6.0 Supporting Form/Checklist

Specific References include:

- AP-003
- AP-002
- DDOT PTASP document

7.0 Roles and Responsibilities

The Chief Safety Officer and the facility management personnel are responsible to ensure local Safety Committee Meetings take place and all deliverables for said meeting are tracked to completion.

8.0 Related Documentation

Specific References include:

- AP-003
- AP-002
- DDOT PTASP document

9.0 Authority/Regulation

49 CFR Part 673 Notice of Enforcement Discretion for the Public Transportation Agency Safety Plan.

10.0 Records

Electronic copy of this Administrative Procedure will be available on DDOT shared drive.



Administrative Procedure

Procedure No:
AP-002

Page **1** of **17**

REVENUE VEHICLE ACCIDENT INVESTIGATION

Supersedes:
NA

Rev. No.:
1

Issuing Department:

Approval:

Previous Rev.
Date:

Effective Date:

Safety Department

RWC, Chief Safety Officer

NA

**December 6,
2021**

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- 9.0 Authority/Regulation**
- 10.0 Records**

1.0 Purpose of Procedure

This Administrative Procedure establishes the procedures for DDOT employees to conduct investigations of accidents involving revenue vehicles and operations. This includes how DDOT personnel initially report, respond to, and investigate accidents. The procedures established herein will be adhered to by employees in all Divisions and Departments within DDOT where we own the risk.

The procedures herein apply to any accident in which a person or persons are injured or property damage is incurred as a result of a vehicle mechanical failure/mishap (i.e. vehicle fire, etc.) and/or vehicle collision, which involves any revenue vehicle operated by a DDOT employee or contractor. This includes accidents and/or vehicle mechanical failure/mishap, which involve the public either in vehicular accidents, passenger accidents, or in accidents which occur on DDOT. This procedure refers to revenue service vehicles. Sections NOTIFICATION and AT THE SCENE ACTIVITIES AND RESPONSIBILITIES are also applicable to non-revenue vehicles.

This procedure can apply to industrial accidents if the reporting format best reduces or mitigates risk of future damages. Crimes are not covered under this format.

Employees in all DDOT departments are required to cooperate and share information on investigations of accidents and/or vehicle mechanical failure/mishap to ensure that causes and contributing factors can be identified and remedial action taken.

2.0 Procedural Objective

The objectives are:

- To protect life and property and provide immediate assistance
- Determine the sequence of events leading to a failure
- Find methods to prevent the accident from reoccurring
- Develop a Corrective Action Plan (CAP)
- Provide concise, accurate, appropriate, and timely information
- Evaluate the effectiveness of the Corrective Action Plan
- Make changes, where needed, for continuous improvement
- To determine the root cause of an event
 - Procedural
 - Training
 - Quality Control
 - Communications
 - Management System
 - Human Engineering
 - Equipment/Mechanical Failure
 - Natural Disaster/Sabotage
 - Other

3.0 Scope of Application

This procedure was developed in conjunction with the existing DDOT Public Transit Agency Safety Plan and its included Safety Management System (SMS).

4.0 Definitions

Accident: An unforeseen event or occurrence, which causes property damage, personal injuries or fatalities, or any combination thereof.

Collision: An accident involving undesired/unplanned contact between DDOT vehicles; between a DDOT vehicle and another vehicle; between a DDOT vehicle and a stationary object; between a DDOT vehicle and work equipment; between a DDOT vehicle and a pedestrian or an individual on a rail right-of-way; between a DDOT vehicle and a bicyclist.

Corrective Action Plan (CAP) – A task given by DDOT Safety with a required course of action, a person responsible to complete the CAP, and a due date by which to complete the CAP.

Damage: Includes damage to DDOT equipment and any other property involved in the accident.

Damage – Major: Damage to DDOT vehicles or vehicles that require a tow from the scene or are otherwise disabled and/or property damage that requires immediate, temporary repairs.

Damage – Minor: Damage to DDOT vehicles or other vehicles that does not disable them and/or property damage that does not require immediate, temporary repairs.

Fatality: A victim of an accident is pronounced dead by medical professional.

Fatal Accident (Bus/Paratransit/Non-Revenue): A fatality at the scene; or where an individual is conformed dead within 24 hours after the accident.

Fire: An unexpected event that results in the release of smoke and flame, either from an electrical or mechanical defect, or of undetermined origin that results in personal injury or damage to the vehicle or its components. When a fire is caused by a mechanical defect the accident will be classified as a mechanical failure. The rationale for this being that the accident should be classified to reflect the initial condition that resulted in the accident.

Class A Fires: Class A fires involve ordinary combustible materials like paper, wood and fabrics, rubber. Most of the times, this type of fire is effectively quenched by water or insulating by suitable chemical agent.

Class B Fires: Class B fires mostly involve flammable liquids (like gasoline, oils, greases, tars, paints etc.) and flammable gases. Dry chemicals and carbon dioxide are typically used to extinguish these fires.

Class C Fires: Class C fires involve live electrical equipment like motors, generators, and other appliances. For safety reasons, non-conducting extinguishing agents such as dry chemicals or carbon dioxide are usually used to put out these fires.

Arson: The act of intentionally or recklessly setting fire to another's property in order to damage or destroy (i.e. Person lights a fire on a vehicle or at a station)

– **Security Issue.**

Incident: An unforeseen event or occurrence which does not necessarily result in death, injury or property damage.

Injury: Includes physical harm or damage to a passenger(s), operator, and others directly involved in an accident.

Injury – Apparent: Any accident that causes any person to show evidence of an abrasion, bruise, swelling, burns, limping or obviously painful movement and/or bleeding wound, distorted member, etc. or causes any person to receive medical treatment at the scene of the accident or to be transported to a hospital of treatment.

Injury – Claimed: No apparent evidence of injury to any person involved in the accident by the observer but claimed by a person.

Injuries – Multiple: All accidents in which two or more persons are injured.

Mechanical Failure Accident: An accident caused by the failure of a component or assembly that causes the vehicle to malfunction regardless of whether the failure occurred because of human error, maintenance, or design deficiencies. An accident will also be classified as a mechanical failure if an operator alleges that such failure has occurred and was the cause of the accident, whether or not the allegation is found to be true.

Near Miss: All incidents which did not involve personal injury or damage to equipment or property but could have resulted in death or serious injury.

Obstruction Accident: An accident involving contact between vehicles/equipment with other miscellaneous objects, such as construction materials, mattresses, televisions sets, shopping carts, etc. which cause light to negligible damage and does not result in a DDOT vehicle being taken out of service. All obstruction accidents must be reported to Operations Control Center.

Property: Vehicles, equipment or other physical objects that are owned/leased by the DDOT or others that were involved in an accident.

5.0 Method (Process)

The following three tasks are established and must be accomplished to ensure a complete and thorough accident investigation:

- Notification
- At the scene activities and responsibilities
- Follow-up activities and responsibilities

Each of these tasks is dependent upon the successful achievement of the preceding task. Each task is equally critical to completion of the accident investigation.

ACCIDENT STATUS

Accident levels are established which regulate what DDOT personnel positions/departments will be notified, respond to, and generate some form of a report as specified later in these procedures. This shall be referred to as the "Accident Status." The Accident Status Levels and description of each level are as follows:

If an accident status level is borderline, the accident status shall be upgraded.

NOTIFICATION

The operator (or other DDOT employee) notifies the Operations Control Center of involvement in an accident stating:

- Vehicle Information (Block # and Vehicle(s) #)
- Route Information
- Location
- Direction of Travel
- Accident Description
- Number of persons claiming injury and/or requiring medical assistance

- Damage Assessment
- Towing Assistance
- Any other assistance that may be required (i.e. EMS, Fire and/or Police)

This notification shall be done by radio, unless the vehicle radio is inoperable, in which case some type of phone should be used in calling.

Buses equipped with buttons for certain events shall be used. These codes may include, but are not limited to:

- Covert
- Overt: 9-1-1 Situation, but the operator is not in danger
- Fire on Vehicle
- Collision with Vehicle – EMS Required
- Passenger Accident – EMS Required
- Priority Injury/Illness – EMS Required
- Collision/Accident – EMS Required
- Passenger/Operator Sick – EMS Required
- Pedestrian Struck by – EMS Required
- Disturbance on Vehicle – EMS Required
- Non-DDOT Related – EMS Required
- Assault/Robbery/Disturbance – Injury
- Other – Police Required

DDOT employees will contact their respective Operation Control Center by direct radio communications stating their call sign, giving the specific information previously mentioned.

The respective Control Center personnel shall notify relevant departments, services, and DDOT personnel using the correct email/text Distribution List. Control Center personnel are to provide concise details in the text. Texts parroting back statements from persons (such as “I got in an accident”, something hit me”, etc. are unacceptable, delay response, and lead to duplicative questions by multiple persons. Email/texts should include what occurred, where it occurred, direction of travel, vehicle info, any known injury info, requests for towing if made, etc.)

Whenever contacting DDOT personnel, the Radio Controller shall identify seriousness of the accident by opening his/her report with the Accident Level, MINOR or MAJOR.

NOTE: In the event the Accident Level becomes upgraded, the Radio Controller will again activate the notification sequence.

1. DDOT Safety Department will be notified of all **MAJOR** accidents.
2. The correct facility Superintendent will be notified via phone
3. Appropriate Managers (i.e. Transportation, Equipment, Facilities Maintenance) will be notified and response is discretionary
4. Other support services (e.g., towing company)
5. Appropriate personnel will be notified if a holding statement for the press is warranted.

The respective Control Center personnel will contact the designated individuals. Individuals who must respond to the scene must immediately contact the Operations Control Center and state their intent to respond. If the respective Control Center personnel is not contacted by the individuals who must respond to the scene, the Control Center will contact the alternate(s) for the individual(s).

All individuals who are in the designated notification process shall appoint one alternate in the event they cannot be reached by one of the Control Centers.

The notification process (sending emails/texts) **shall be completed within fifteen (15) minutes of the Operations Control Center being informed of the accident.** Anything after 15 minute can delay much needed support.

AT THE SCENE ACTIVITIES AND RESPONSIBILITIES

Responsibility for and command of the accident scene (Incident Commander) depends on the Accident Status Level. This order shall be as follows:

The Fire Commanding Officer during rescue, fire-fighting or hazardous materials incidents.

Local Police Jurisdiction and or Transit Police when investigating non-fire involved accidents/incidents.

The responding STSI when no Fire or Police are around.

DDOT Chief Safety Officer can also act as Incident Commander when needed.

Protection of the Accident Scene:

A. Take steps to prevent further injury and damage by:

1. Blocking the scene - with vehicles, tape, etc.
2. Moving passengers and others to a safe place, if necessary
3. Close off bus or paratransit vehicles, if possible, to prevent people from entering. **This effort is to prevent fraudulent claims.**

B. Ensure evidence and the physical circumstances at the scene are preserved as much as possible.

C. Access to the scene should be controlled. Only police, Transit Police, Medical, Fire and authorized DDOT personnel shall be allowed access to DDOT property at the scene.

D. Protection of the accident scene shall be accomplished by the responding Senior Transit Service Inspector (STSI), until such time as the Police/Transit Police arrive, if responding.

Immediate Actions to be Taken:

A. STSI or first at the accident scene for all levels are responsible for:

1. Protect and assist the injured.
2. Ensure resources are en route (i.e., Fire, Rescue, Police, Towing Company).
3. Protect the accident scene

B. STSI are responsible for:

1. Arrange for transportation of vehicle Operator for Drug/Alcohol Test (through DDOT Security), if the criteria level is met under the DDOT Drug /Alcohol program and Operator is not hospitalized.
2. STSI must use a Substance Abuse Assessment Form to determine if the operator is to be tested under DDOT Policy or FTA Regulations.

C. Responsibilities to clear scene, when appropriate will be as follows:

1. Responding Safety and STSI personnel shall work together and with local First Responders in order to determine when to report the scene is “clear”.

NOTE: In all cases, the Safety Department, if present, will notify the ranking Operations person when the on-scene accident investigation is complete and equipment may be restored to service, returned to the facility or isolated. **DDOT Safety personnel shall be the last persons to leave the scene whenever possible.**

Collection of Information

A. Take photographs

1. of accident scene (near and far)
 - a. try to get pictures with landmarks (i.e. poles, buildings, intersections)
2. of debris field
3. of vehicle(s), building(s), object(s) (near, far, underneath and above – if possible)
 - a. try to get pictures of the damage from different angles
 - b. try to get pictures of contact evidence (i.e. scratches & scrapes, scuff marks)
4. of people involved (i.e. pedestrians, bicyclist, other vehicle)

operator/passengers)

- a. try to get pictures of the resting place of the person if contact was made, injuries or contact evidence (i.e. blood, skin, hair)

B. Video

1. Request video from DDOT Vehicles (vehicles involved or near the accident)
2. Request the video from adjacent buildings, businesses and stations.

C. Gather names, call signs, unit numbers, or Departments

1. of injured parties
2. of witnesses, including non-passengers
3. of all parties involved in the accident
4. of DDOT Operator(s)
5. of DDOT personnel at the scene (i.e. supervisors, mechanics, maintainers, Transit Police)
6. of EMS Crew(s), Fire Department(s), Police, and/or Towing Service

D. Take measurements

1. of vehicle(s) resting points from point(s) of impact
 - b. DDOT vehicles
 - c. Other vehicles (i.e. cars, trucks, motorcycles, bicycles)
2. of a person's resting point from point of contact
3. of vehicle(s) resting points from landmarks (i.e. Target Stop, Intersection, Stop Sign, Catenary Pole, Signal, Station)
4. of debris field

5. of skid marks or other tire/wheel marks or wheel climb on rails
6. of contact markings/damage on vehicle(s) or other objects (i.e. poles, guard, walls, fencing, supports, barriers, rail, ties)

E. Establish initial damage assessment

1. of DDOT property
2. of other property
3. total property damage

F. Interview

1. Operator
2. Injured parties
3. All parties involved in the accident
4. Witnesses, including non-passengers
5. DDOT personnel at the scene

FOLLOW-UP INVESTIGATION

Vehicle Isolation

A. Bus/Paratransit/Non-Revenue Vehicles

1. All DDOT bus, paratransit, and non-revenue vehicles involved in an accident where continued operation cannot or is not permitted will be isolated at garage/yard.

B. Isolated Vehicles

1. All DDOT vehicles that are isolated shall be placed into a secured/locked area.

2. The secured/locked area shall be sealed with a Vehicle Isolation Form affixed to the vehicle with the date, name and department of who isolated the vehicle.

3. If equipment is too large to secure in an enclosed, secure area, it shall be cordoned off with police evidence tape, doors, compartments, entrances/exits shall be sealed with evidence tape and a Vehicle Isolation Form affixed to Front door whenever possible.

A. Access to the vehicles shall be authorized by the local Safety Department. When accessing the vehicles, the access section of the Vehicle Isolation Form must be completed indicating the date, name, department or agency and reason for accessing the vehicle. Any concerns regarding access to a vehicle must be addressed to the Chief Safety Officer.

B. Vehicle Release

1. Any vehicle isolated shall not be repaired or returned to revenue service until a Post-Incident Inspection has been completed and the Vehicle Isolation Form has been signed as receiving written authorization from the DDOT Safety Department. DDOT Safety at times may need to authorize release of the vehicle(s).

2. The DDOT Safety Department will check with the respective parties (City Legal, Police, etc.) involved in the accident investigation to confirm that they have completed their examination of the involved vehicle, prior to release.

3. Upon completion of all repairs the respective DDOT Equipment Department will issue a report to the DDOT Safety Department indicating the vehicle is safe for returning to service.

4. The Vehicle Isolation Form is to be kept on file in the respective Equipment Office, along with a copy of the authorization releasing the vehicle.

Accident Investigation Documents and Reviews

- A. **Post-Accident Review** – DDOT Safety Department personnel will contact all necessary departments within 1 business day after the accident to discuss the details and possible cause. Communication between the DDOT Safety Department and other affected Departments will continue throughout the investigation. All Departments must share information concerning details, a possible cause(s) and remedial measures until the investigation is complete.
- B. **Drug/Alcohol Test Results** - When an accident meets the drug/alcohol test criteria as defined in the Drug & Alcohol Policy for Safety-Sensitive Employees, and Substance Abuse Assessment Form, test results are reported to the Safety Department and/or Compliance. All post-accident testing is performed on an immediate (“stat”) basis 24 hours a day/7-days a week to provide expeditious information. Results of a negative drug test are generally known within 48 hours. Positive drug test results may not be known for 72 hours. Alcohol results are known immediately after testing and are provided verbally to the transporting employee.
 1. In order to maintain the confidentiality of testing information, identified personnel can contact Compliance to obtain the results of any post-accident drug and alcohol test. Verbal information will be given; however, hard copy of test results will not be provided,
 2. In the event an employee is seriously injured, unconscious or dead, rendering the employee incapable of giving consent, post-accident testing cannot be performed per FTA regulations. However, testing may be performed by an applicable law enforcement agency, and the results may be requested from that agency.
- C. **Claims Investigation** – Appropriate claims will be submitted within 0-3 business days whenever possible to ensure timeliness.
- D. **Equipment Department Review and Report** - The respective vehicle maintenance section shall complete their review of the vehicle within thirty- six (36) hours after the accident or by 5:00 P.M. Monday if accident occurred Friday night, Saturday or Sunday, unless the vehicle is isolated. If vehicle is isolated, the

respective equipment section review will not be conducted until the vehicle is released, unless otherwise requested by the DDOT Safety Department. A Post-Incident Inspection Report will be generated, and copies forwarded to the local Safety Department upon completion of the review.

1. This Post-Incident Inspection Report shall include the following:

- A comprehensive damage assessment and cost estimate for repairs
- A preliminary determination as to whether any component failed and thereby contributed to the accident

E. STSI Accident Investigation - The STSI shall complete the STSI Accident Investigation report prior to the end of their shift. A copy will be placed in the S Drive by appropriate personnel in a timely manner.

F. Operator's Accident Report – The appropriate Accident Report shall be completed by the Operator(s) involved in the accident prior to the end of the employee's shift or run, unless the employee is hospitalized. This report will be submitted to Operations/Dispatch and reviewed for clarity and completeness. The appropriate Garage will retain their copy and a copy will be placed in the S Drive by appropriate personnel in a timely manner.

1. In the event the operator is seriously injured, unconscious or hospitalized this report will be completed immediately upon their return to work, if it was not completed prior to their return to work.

G. Operator's Statement - A written or recorded statement will be obtained from the operator involved in the accident.

H. Witness Statements - The STSI will attempt to obtain interviews with any witnesses at the scene, including a narrative report of the interview in the body of the STSI Accident Report.

I. External Reports - Depending on the circumstances and/or severity of the accident, external reports may be requested. Usually, these reports will be requested by and through the DDOT Safety Department. External Reports may include, but are not limited to:

1. Municipal Police Reports
2. Emergency Medical Service Reports
3. Fire Department Reports
4. Coroner's Reports
5. Hospital Reports
6. Original Equipment Manufacturers Reports
7. Accident Reconstruction Reports
7. Other Special Reports

J. DDOT Safety Department Investigation and Reports:

1. The DDOT Safety Department will complete a comprehensive accident investigation report for the following:
 - a. All Bus/Paratransit accidents responded to by the DDOT Safety Department
 - b. Other accidents as directed by the Executive Director or the Chief Safety Officer.
2. The initial *Incident Fact Sheet* will be forwarded to the Executive Director by the close of business on the first business day after the accident, **whenever possible**. The DDOT Safety Department will review the report status daily and update/revise as information is received. All *Incident Fact Sheets* will be placed in electronic custody of the DDOT Safety Department.
3. The DDOT Safety Department shall issue a comprehensive *Final Incident Report* to the Executive Director within thirty (30) days of the accident, unless the investigation is continuing, in which case a status update report will be issued. All *Final Incident Reports* will be placed in electronic custody of the DDOT Safety Department.

4. *Final Reports* will follow a standard format covering cause/contributory factors, root cause and recommendations for corrective or remedial actions to minimize potential for similar accidents in the future.

5. All DDOT employees are directed to cooperate fully with the DDOT Safety Department in their endeavors of the accident investigation.

REPORT RELEASE

Executive Director, will determine the distribution and/or release of the Safety investigations.

MEDIA RELATIONS

Media inquiries at the scene or subsequently thereafter shall be referred to the appropriate DDOT Media Relations team. The only deviation from this policy will be at the direction of the Executive Director.

6.0 Supporting Form/Checklist

Specific References include:

- Bus Collision Accident Report
- Bus Passenger Accident Report
- STSI Accident Investigation Report
- Substance Abuse Assessment Form
- Vehicle Isolation Form

7.0 Roles and Responsibilities

It is the responsibility of all DDOT employees to comply with this administrative procedure as may be applicable.

8.0 Related Documentation

Specific References include:

- AP-003
- AP-002
- DDOT PTASP document

9.0 Authority/Regulation

49 CFR Part 673 Notice of Enforcement Discretion for the Public Transportation Agency Safety Plan.

10.0 Records

Electronic copy of this Administrative Procedure will be available on DDOT shared drive.



Administrative Procedure

Procedure No:
AP-003

Page **1** of **9**

SAFETY ACCIDENT/INCIDENT REPORTS

Supersedes:
NA

Rev. No.:
1

Issuing Department:

Approval:

Safety Department

RWC, Chief Safety Officer

Previous Rev.
Date:

NA

Effective Date:

**December 6,
2021**

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1.0 Purpose of Procedure

This Administrative Procedure establishes the procedures for all DDOT Safety employees to build thorough and fact-based Incident/Accident Reports. The procedures established herein will be adhered to by employees in all Departments within DDOT.

The procedures herein apply to any Report that is required to be written regarding a bus or Paratransit Incident/Accident.

This procedure does not apply to crimes. If an industrial safety accident occurs, this AP applies.

Employees in all DDOT departments are to cooperate and share information on investigations of Incidents/Accidents to ensure that causes and contributing factors can be identified and remedial action taken.

2.0 Procedural Objective

The objectives are:

Provide an *Incident Fact Sheet* within 1 business day of event.

Provide a fact-based *Final Incident Report* within 30 days of event, unless extension granted.

Determine the sequence of events leading to failure.

Determine the cause of the accident:

- Procedural
- Training
- Quality Control
- Communications
- Management System
- Human Engineering
- Work Direction
- Human Performance
- Equipment/Mechanical Failure
- Natural Disaster/Sabotage
- Other

Find methods to prevent the accident from recurring.

Develop a corrective action plan.

Implement the corrective action plan.

Provide concise, accurate, appropriate, and timely information.

Evaluate the effectiveness of the corrective action plan.

Make changes for continuous improvement

3.0 Scope of Application

This procedure was developed in conjunction with the existing DDOT Public Transit Agency Safety Plan and its included Safety Management System (SMS).

4.0 Definitions

Accident: An unforeseen event or occurrence, which causes property damage, personal injuries or fatalities, or any combination thereof.

Collision: An accident involving undesired/unplanned contact between DDOT vehicles; between a DDOT vehicle and another vehicle; between a DDOT vehicle and a stationary object; between a DDOT vehicle and work equipment; between a DDOT vehicle and a pedestrian or an individual on a rail right-of-way; between a DDOT vehicle and a bicyclist.

Damage: Includes damage to DDOT equipment and any other property involved in the accident.

Damage – Major: Damage to DDOT vehicles or vehicles that require a tow from the scene or are otherwise disabled and/or property damage that requires immediate, temporary repairs.

Damage – Minor: Damage to DDOT vehicles or other vehicles that does not disable them and/or property damage that does not require immediate, temporary repairs.

Fatality: A victim of an accident is pronounced dead by medical professional.

Fatal Accident (Bus/Paratransit/Non-Revenue): A fatality at the scene; or where an individual is conformed dead within 24 hours after the accident.

Fire: An unexpected event that results in the release of smoke and flame, either from an electrical or mechanical defect, or of undetermined origin that results in personal injury or damage to the vehicle or its components. When a fire is caused by a mechanical defect the accident will be classified as a mechanical failure. The rationale for this being that the accident should be classified to reflect the initial condition that resulted in the accident.

Class A Fires: Class A fires involve ordinary combustible materials like paper, wood and fabrics, rubber. Most of the times, this type of fire is effectively quenched by water or insulating by suitable chemical agent.

Class B Fires: Class B fires mostly involve flammable liquids (like gasoline, oils, greases, tars, paints etc.) and flammable gases. Dry chemicals and carbondioxide are typically used to extinguish these fires.

Class C Fires: Class C fires involve live electrical equipment like motors, generators, and other appliances. For safety reasons, non-conducting extinguishing agents such as dry chemicals or carbon dioxide are usually used to put out these fires.

Arson: The act of intentionally or recklessly setting fire to another's property in order to damage or destroy (i.e. Person lights a fire on a vehicle or at a station)

– **Security Issue.**

Incident: An unforeseen event or occurrence which does not necessarily result in death, injury or property damage.

Injury: Includes physical harm or damage to a passenger(s), operator, and others directly involved in an accident.

Injury – Apparent: Any accident that causes any person to show evidence of an abrasion, bruise, swelling, burns, limping or obviously painful movement and/or bleeding wound, distorted member, etc. or causes any person to receive medical treatment at the scene of the accident or to be transported to a hospital of treatment.

Injury – Claimed: No apparent evidence of injury to any person involved in the accident by the observer but claimed by a person.

Injuries – Multiple: All accidents in which two or more persons are injured.

Mechanical Failure Accident: An accident caused by the failure of a component or assembly that causes the vehicle to malfunction regardless of whether the failure occurred because of human error, maintenance, or design deficiencies. An accident will also be classified as a mechanical failure if an operator alleges that such failure has occurred and was the cause of the accident, whether the allegation is found to be true.

Near Miss: All incidents which did not involve personal injury or damage to equipment or property but could have resulted in death or serious injury.

Obstruction Accident: An accident involving contact between vehicles/equipment with other miscellaneous objects, such as construction materials, mattresses, television sets, shopping carts, etc. which cause light to negligible damage and does not result in a DDOT vehicle being taken out of service. All obstruction accidents must be reported to Operations Control Center.

Property: Vehicles, equipment or other physical objects that are owned/leased by the DDOT or others that were involved in an accident.

5.0 Method (Process)

The following events require an *Incident Fact Sheet* and a *Final Incident Report*

Bus/Paratransit

- Fatalities
- Bus Fires
- Collisions with severe damage as determined by Safety
- Unintended movement that leads to an accident
- Falls from Vehicle Maintenance Lifts
- Events as deemed requiring further knowledge by Executive Director or Safety Department personnel

Industrial Injuries

- Events as deemed requiring further knowledge by Executive Director, Safety Department personnel due to severity, frequency, or suspect process.

The *Incident Fact sheet* will be completed and sent to the Executive Director and other appropriate DDOT personnel with one (1) business day. The Incident Fact sheet will contain at a minimum:

- Incident number and title
- Military Standard 882 E Hazard Matrix Assessment
- Date/Time of the incident
- Location of incident

- Weather Conditions
- Facility owner of incident equipment
- Incident Cost (marked TBD)
- Incident Description
- Notification, Incident Response, and Incident Command
- Initiating event that led to Incident
- Immediate Corrective Actions
- Focal Point employee information (medical card expiry, CDL expiry, next refresher training date, focal point employee use of prescription medication, fatigue state of focal employee)
- Items requiring further investigation
- Investigator name
- Date of Report
- Distribution

The *Final Incident Report* sheet will be completed and sent to the Executive Director and other appropriate DDOT personnel within thirty (30) calendar days. Extensions of 30 days can be given until report completion. Extensions can be granted by the Executive Director or Chief Safety Officer. The *Final Incident Report* will contain, at a minimum:

- Incident number and title
- Military Standard 882 E Hazard Matrix Assessment
- Date/Time of the incident
- Location of incident
- Weather Conditions
- Facility Owner of incident equipment
- Incident Cost (best approximate dollar amount)
- Incident Description
- Notification, Incident Response, and Incident Command
- Initiating event that led to Incident
- Immediate Corrective Actions
- Focal Point employee information (medical card expiry, CDL expiry, next refresher training date, focal point employee use of prescription medication, fatigue state of focal employee)
- Investigative Section to include, *but not limited to*:
 - Focal employee(s) 7-day minimum prior work schedule with accurate hours of service information (unless further mitigating factors are found that need explanation)

- Results of interviews
 - Employee written statements
 - Audio Timeline
 - Video Timeline
 - Technical diagrams of parts/systems, etc.
 - Work Order History of Vehicle/Equipment in question
 - Any appropriate photos/still shots
- Investigator name
 - Corrective Action Plan(s) {CAPs}
 - Date of Report
 - Distribution
 - Any appropriate Appendices

Incident Fact Sheet and Final Incident Report Review

If there is more than one (1) person in the Safety Department, at least one other Safety person will review the *Incident Fact Sheet/Final Incident Report* for edits, grammar, etc.

Chief Safety Officer will send Incident Fact Sheet to Executive Director and distribution list stakeholders.

Once *Final Incident Report* is complete, the Chief Safety Officer and the lead investigator will meet to review report and set an appropriate comment period for stakeholder comment.

Stakeholders listed in the distribution list will comply with comment period and meet with Chief safety officer if there are reporting disagreements. **It is recommended that all management stakeholders meet at completion of Final Incident Report to form collective agreement.**

Once there is agreement on *Final Incident Report*, Chief Safety Officer will send Report to Executive Director and distribution list stakeholders.

Storage of Incident Fact Sheets and Final Incident Reports

Electronic copies of both types of reports and all related investigative data will be stored with DDOT Safety Department.

Report Numbering

Reports shall be labeled with the 3-Letter alpha code + (B for Bus, P for Paratransit+ 2-digit year, a hyphen, and the number sequence of that mode's report.

Example

B21-01 (Bus first Bus Report of 2021)

REPORT RELEASE

Executive Director will determine the release of the Safety Report.

MEDIA RELATIONS

Media inquiries at the scene or subsequently thereafter shall be referred to the appropriate DDOT Media Relations team. The only deviation from this policy will be at the direction of the Executive Director.

6.0 Supporting Form/Checklist

Specific References include:

- Bus Collision Accident Report
- Bus Passenger Accident Report
- Supervisor Accident Investigation Report
- Substance Abuse Assessment Form
- Vehicle Isolation Form

7.0 Roles and Responsibilities

It is the responsibility of all DDOT employees to comply with this administrative procedure as may be applicable.

8.0 Related Documentation

Specific References include:

- AP-002

- DDOT PTASP document

9.0 Authority/Regulation

49 CFR Part 673 Notice of Enforcement Discretion for the Public Transportation Agency Safety Plan.

10.0 Records

Electronic copy of this Administrative Procedure will be available on DDOT shared drive.

ISOLATED VEHICLE

Do Not Enter or Disturb

Section 1: This section should be completed by the STSI at the accident scene

ACCIDENT LEVEL Operator Assault	ACCIDENT DATE 12/8/2021	VEHICLE NO. 1828	GARAGE VEHICLE ASSIGNED Gilbert
VEHICLE ISOLATED BY (NAME AND DISTRICT) R. Czeck – Chief Safety Officer		VEHICLE DESTINATION 1301 E. Warren – (Central)	

Section 2: Do not enter vehicle without proper authorization from Safety and completing this section.

VEHICLE ACCESSED

NAME		DEPARTMENT/AGENCY	
DATE	PURPOSE		
NAME		DEPARTMENT/AGENCY	
DATE	PURPOSE		
NAME		DEPARTMENT/AGENCY	
DATE	PURPOSE		
NAME		DEPARTMENT/AGENCY	
DATE	PURPOSE		

Section 3: This section should be completed by Vehicle Maintenance Manager.

Vehicle released for inspection and repair
(Written authorization from DDOT SAFETY releasing vehicle should be attached to this form)

DATE	NAME	BADGE
------	------	-------