

# COUNTY OF TULARE

## OFFICE OF THE COUNTY ADMINISTRATOR

### ADMINISTRATIVE REGULATION NO. 8, Revision #1 (Resolution No. 95-0553 (as amended by Resolution No. 2009-0936 ))

**SUBJECT:           VEHICLE ACCIDENT REVIEW COMMITTEE**

EFFECTIVE DATE: November 3, 2009

#### DEFINITION

This regulation establishes a Vehicle Accident Review Committee. The Committee will review each vehicle accident which results in bodily injuries or property damage in excess of \$500 involving a County vehicle. Each accident will be reviewed on a case by case basis to determine if the accident was avoidable or unavoidable. The Committee will report its findings to the affected department. If the accident was determined to be avoidable, the Committee will also recommend what type of remedial or corrective, action, should be taken by the department. It is the department's responsibility to determine if any disciplinary action is appropriate.

#### COMPOSITION

To aid in the evaluation of the circumstances surrounding any incident, a review committee should be comprised of those experienced in the causes and effects of vehicle accidents. Therefore, the Committee shall be composed of one representative from the:

- Fire Department
- Sheriff's Department
- Roads Division of the Resource Management Agency
- Risk Management Division of County Counsel, and
- One representative from any other department, other than those listed above, that experienced an accident on the Review Committee's agenda.

Any department may send a representative to any Committee meeting even if an accident affecting that department does not appear on the agenda.

#### MEETINGS

The Committee shall meet regularly at the discretion of the Risk Manager, but no less than twice each calendar year.

The Committee representative from Risk Management Division will be the chairperson, whose responsibilities will include the scheduling of meetings and the notifying of affected departments of the need to send a department representative.

**ANNUAL REPORT**

Each fiscal year, the Committee will prepare a report to the Board of Supervisors relating the number of accidents (by department) reviewed, the nature of those accidents and the recommendations made to the affected departments relating to types of remedial or corrective actions.