	STANDARD OPERATING POLICY AND PROCEDURE Public Works Transit Services Division	Number: 80-11
Subject: Vehicle Collision and Injury Review Program (VCIRR)		Approval Date: 08/15/2014
Approval: Aimee Ramsey, Assistant Director		Effective Date: 08/18/2014

1. PURPOSE

1.1 Oro Valley Sun Shuttle Dial-a-Ride Transit Division is committed to preventing and reducing the risk of vehicle collisions and injuries. This Standard Operating Procedure (SOP) complements Town of Oro Valley (TOV) S-011 Fleet Safety Policy and Procedures and provides additional guidance specific to the Transit Division Vehicle Collision and Injury Review Program.

2. DISTRIBUTION

2.1 Transit Division Personnel and Participants of the Review Program

3. REFERENCE

3.1 S-011 Fleet Safety Policy and procedures (Safety Procedures)

4. REVISION HISTORY

4.1 April 8, 2019

5. PROGRAM

5.1 Objective

5.1.1 The participants will review traffic collisions and injuries to analyze: overarching policies and procedures; driver training to include hands-on, classroom, online, and qualifications; equipment and program gaps and needs in order to improve overall safety and to prevent or reduce the number of collisions and injuries. Additionally, the Vehicle Collision and Injury Review Board (VCIRB) will review environmental and roadway factors that might have been contributing factors in each collision.

5.1.2 The participants will prepare recommendations to submit to the PW Assistant Director for review, approval, and implementation

5.1.3 The participants will not be recommending or issuing any disciplinary actions.

5.2 **Participation:** Membership may be changed at the discretion of the PW Assistant Director.

5.2.1 Transit Crew Leader (program facilitator)

5.2.2 Additional Transit Crew Leader (as resources allow)

5.2.3 Transit Driver not involved in any of the accidents being reviewed;

- 5.2.4 Emergency Management & Safety Coordinator*;
 - 5.2.5 Risk Manager*; and
 - 5.2.6 Police Department Traffic Officer*.
- *At the discretion of the member's Department Director.

5.3 Meetings


5.4

- 5.3.1 Meetings will be held each quarter in the months of April, July, October, and January, as necessary.
- 5.3.2 The facilitator will:
 - 5.3.2.1 Notify board members of the schedule time and location of the meetings.
 - 5.3.2.2 Develop and distribute meeting agendas.
 - 5.3.2.3 Prepare documents and materials needed for the meeting.
 - 5.3.2.4 Ensure board member designees are assigned as needed.
 - 5.3.2.5 Schedule drivers involved in the events to attend the meetings, as needed.
 - 5.3.2.6 Prepare and distribute meeting minutes or recommendations for further consideration and approval.

5.4 Program Tasks

- 5.4.1 Participants are expected to attend all regularly scheduled meetings.
- 5.4.2 The participants shall review all collisions and injuries designated by the PW Assistant Director and facilitator.
 - 5.4.2.1 Environmental and roadway factors;
 - 5.4.2.2 Policies and Procedures;
 - 5.4.2.3 Training;
 - 5.4.2.4 Equipment;
 - 5.4.2.5 Other factors brought forward by participants.
- 5.4.3 If applicable, the participants will make recommendations for preventative measures and programmatic changes or improvements.
- 5.4.4 The facilitator shall forward all findings and recommendations to the Assistant Director for review.
 - 5.4.4.1 The Assistant Director shall forward all findings and recommendations to the Assistant Director for review.
 - 5.4.4.2 If the facilitator is notified of acceptance, he/she shall direct the implementation of the recommendations.
 - 5.4.4.3 If the facilitator receives a returned package requiring additional considerations, the appropriate work will be completed and the package re-submitted for approval.

AUTHORIZED



Aimee Ramsey, Assistant Director

04/09/2019

Date