



## STANDARD OPERATING POLICY AND PROCEDURE

Public Works  
Transit Services Division

Number:

**80-16**

**Subject:** Accident/Incident Free Incentive

**Approval Date:**

03132017

**Approval:** Aimee Ramsey, CDPW Assistant Director

**Effective Date:**

03142017

### 1.0 PURPOSE

The document establishes the process for an Accident Free Incentive whereas to help improve/promote safety among all employees.

### 2.0 DISTRIBUTION

All Transit Eligible Employees

### 3.0 REVISION HISTORY

None

### 4.0 DEFINITIONS

#### 4.1 Accident

4.1.1 At-Fault (Preventable)—Operator/employee failed to do everything that was “reasonable” to prevent the accident.

4.1.2 Not At-Fault (Non-Preventable)—Operator/employee did everything that was “reasonable” to avoid the accident.

4.1.3 Accident – defacing, scratching, discoloring, denting or cracking a vehicle, (ours or theirs), wall or overhang

#### 4.2 Incident

4.2.1 At-Fault (Preventable)—Operator/employee failed to do everything that was “reasonable” to prevent the incident.

4.2.2 Not At-Fault (Non-Preventable)—Operator/employee did everything that was “reasonable” to avoid the incident.

4.2.3 Incident – Customer or employee that slips, falls or injured to any degree

### 5.0 PROCEDURE

5.1 This procedure has been adopted to increase safety awareness and to incentivize when safety goals have been met.

5.2 After an accident/incident occurs the safety committee meets and decides if it was preventable or non-preventable.

5.3 When the Transit department goes 80 consecutive days without an at-fault accident/incident then we will raffle off three (3) \$25 gift cards. The remainder of the department’s eligible employees will receive one (1) \$5 gift card each.

5.4 Using the employee id’s all employee’s id will be placed in a bucket or hat. A Crew Leader will choose 3 different employee’s to pick an employee number out of the bucket or hat. These winning employee’s will be awarded the \$25 gift cards.

5.5 Once the raffle is complete the \$5 gift cards will be handed out to the remainder of the eligible employee’s.

5.6 If an at-fault accident/incident happens prior to the 80<sup>th</sup> day then a new 80 day count down begins the day after the accident/incident.

5.7 If the Transit department can go 160 consecutive days without an at-fault accident/incident all eligible employees will receive one (1) \$10 gift card.

5.8 Gift card issuance will be tracked with the \$25 gift card recipients signing the tracking form.

5.9 Eligible employees are those who have been employed and in full duty status since the start of the 80 day accident/incident count

AUTHORIZED

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Aimee Ramsey, Assistant Director

03132017

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Date