

# LOSS CONTROL DATA GUIDE

## FLEET ACCIDENT REVIEW BOARD

Whether your organization is a professional driving organization or some other type of business in which employees only operate company vehicles periodically (i.e.: municipality, school, university, non-profit organization), the importance of driver safety can't be underestimated. **What are you doing to ensure your drivers practice safe driving skills?**

An Accident Review Board (ARB) is an effective management tool to minimize injuries and protect property.

### **ARB FUNCTION:**

To determine if accidents are preventable or non preventable.

### **ARB MEMBERS:**

Chairperson (non voting member) plus five voting members are recommended. Members should include drivers, office personnel, and service personnel. It is recommended that members rotate on the Board.

### **ARB MEMBER RESPONSIBILITIES:**

ARB Chairperson shall set meeting dates. S/he shall provide all members with a copy of the company's policy on preventable and non preventable incident classifications. S/he shall also provide all members with a legible copy of the incidents that will be reviewed during the board meeting. (It is recommended that the drivers name and/or vehicle number be "blackened out" from a copy of the incident report before making copies for the board members' review.)

Voting members must vote on each incident to determine whether or not the incident was preventable or non preventable. No board member can review their own incident.

### **RB REVIEW PROCEDURES:**

The Board's chairperson presents the facts about each accident under review. Accidents are referred to by a file number or date only. The driver's name should never be mentioned, nor should the driver appear in person before the Board. The driver is represented by data on the accident report and other factual information.

The accident facts are presented through the following information:

- Driver's accident report
- Company's investigation reports
- Police investigation reports
- Witness statements
- Insurance company investigation reports
- Diagrams, photographs, and other evidence

