

Traffic Accidents

327.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to provide guidelines for the reporting and investigation of traffic accidents involving department vehicles and department personnel on official business. This policy applies to accidents involving any department-owned vehicle and to accidents any time department business is being conducted, regardless of who owns the vehicle involved.

327.1.1 ATTACHMENTS

Agency Content

[See attachment: NJ Toms River Vehicle-Accident-Loss-Investigation-Report-4-7-26 \(002\).pdf](#)

327.2 POLICY

Best Practice MODIFIED

It is the policy of this department to investigate all department traffic accidents with the intent of learning the cause of the accident, identifying contributing factors and implementing corrective measures when appropriate.

A Fire Chief and/or the Administrator or Board designee may request that an employee submit to a screening test if during the performance of duties, the employee drives a motor vehicle and becomes involved in an accident that results in bodily injury to the employee or another person or substantial damage to property.

If an accident occurs while responding to an alarm, the vehicle will be taken out of service immediately unless otherwise directed by the Incident Commander.

327.3 REPORTING RESPONSIBILITIES

Best Practice MODIFIED

All department members involved in a traffic accident in a vehicle owned by the Department or while conducting department business, regardless of who owns the vehicle, shall immediately report the accident to the appropriate local law enforcement agency, Chief Officer, Administrator, and Commissioner.

All department members involved in a traffic accident shall also complete and submit to the Chief Officer, Administrator, and/or Commissioner a report of the accident, in addition to any report taken by law enforcement. If the member is incapable, the immediate supervisor shall complete the form. Supervisors are responsible for notifying the Fire Chief of traffic accident.

Once notified of a traffic accident, the Fire Chief is responsible for ensuring that the department investigation and review occurs in a timely manner.

327.4 TYPES OF REVIEWS

Best Practice MODIFIED

Traffic Accidents

All traffic accidents subject to this policy will be classified, investigated, and reviewed.

327.4.1 REVIEW COMMITTEE

Best Practice **MODIFIED**

The Board of Fire Commissioners shall assign a committee of safety officers from other stations not involved in the accident to do a complete investigation and submit a report to the administrator for further action.

327.5 ACCIDENT REPORTS

Best Practice **MODIFIED**

The investigation team leader is responsible for the preparation and completion of a written report that describes the traffic accident, any contributing factors, all persons and equipment involved and recommendations for preventing a recurrence.

All reports of accidents will be submitted through the chain of command to the Chief Officer, Administrator, and/or Commissioner to the District Office.

The completed report and all related documentation from the investigation will be forwarded to the department's Custodian of Records for filing.

A completed report should include the following:

- (a) Investigation methods: Identify the members of the investigation team and the agencies involved in the investigation and describe the process of the investigation, including the names of any persons interviewed.
- (b) People, vehicles and equipment: List and identify all people, vehicles and equipment involved in the traffic accident.
- (c) Accident scene and environmental conditions: Describe the location, roadways, vehicle positioning, weather conditions, road/ground surface condition and/or visibility. Include diagrams, drawings, photographs and reports from any investigating law enforcement agencies.
- (d) Accident description: Describe the accident based on the facts gathered. Provide time frame sequence, movements, relative positioning, performance of vehicles and equipment and the actions of persons involved.
- (e) Policies and procedures assessments and recommendations: Identify any department policies and procedures that are relevant to the accident. Assess the effectiveness of such policies and procedures as applied to the accident and, with the intent of preventing future injury, property loss or liability, make recommendations regarding changes.
- (f) If it is determined that an employee may have violated any department policies or procedures, the Fire Chief should recommend that the matter be submitted for the initiation of possible administrative action.

Attachments

NJ Toms River Vehicle-Accident-Loss- Investigation-Report-4-7-26 (002).pdf

TOMS RIVER FIRE DEPARTMENT

Vehicle Accident/Loss Investigation Report

(This is not a claim form)

Fire Department: _____ Date: _____

Address: _____

Name of Driver: _____

Type of Vehicle: _____ Vehicle ID/Unit Number: _____

Date Driver was Last Certified on the Above Vehicle: _____

Date of Accident: _____ Time: _____ Date Reported: _____ Police Report # _____

Location of Accident: _____

Roadway

- | | |
|------------------------------------|--|
| ☐ Straight | ☐ 2-lane |
| ☐ Curve | ☐ 3-lane |
| ☐ On grade | ☐ 4-lane |
| ☐ Level | ☐ Divided |
| ☐ Hillcrest | ☐ Rural |
| ☐ Dry | ☐ Lanes marked |
| ☐ Wet | ☐ Lanes unmarked |
| ☐ Muddy | ☐ No road defects |
| ☐ Snowy | ☐ Holes, ruts, etc. |
| ☐ Icy | ☐ Loose material |
| ☐ Oily | ☐ Other _____ |

Accident Occurred

- | |
|---|
| ☐ At station |
| ☐ Responding to emergency |
| ☐ At emergency scene |
| ☐ Returning from emergency |
| ☐ Training |
| ☐ Convention or parade |
| ☐ Other _____ |

Type of Loss

- | |
|--|
| ☐ Personal injury |
| ☐ Property damage |
| ☐ Vehicle damage |

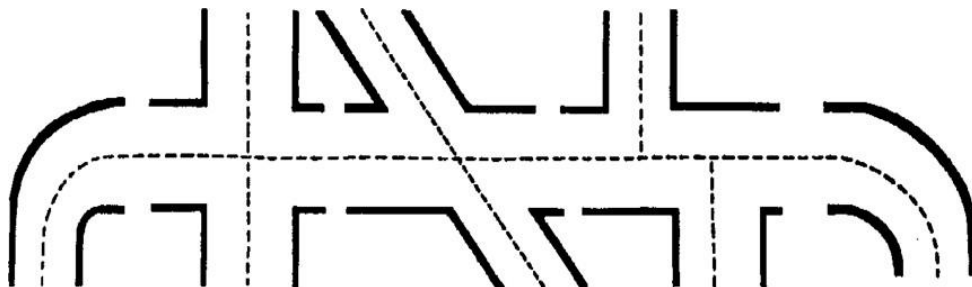
Weather

- | |
|--------------------------------------|
| ☐ Clear |
| ☐ Rain |
| ☐ Snow |
| ☐ Fog |
| ☐ Sleet |
| ☐ Other _____ |

Description of Accident: _____

Motor Vehicle Diagram

Complete the following diagram showing direction and positions of automobiles involved, designating clearly point of contact.
(Completing diagram is not necessary if police report has a detailed diagram).



Instructions:

- | | | |
|--|--|--|
| 1. Give street names and directions | Indicate North ↑ | |
| 2. Show vehicles and direction of travel | Your Vehicle  | Other Vehicle(s) 1  2  |
| 3. Use solid line to show path of each vehicle before accident | _____ | Use dotted line after accident |

TOMS RIVER FIRE DEPARTMENT

Safety Analysis: Review the items below regarding the accident chain and complete the form.

Environment: The physical surroundings, such as weather, surface conditions, access, lighting, and barriers. Describe Environment conditions:

Human Factors: The components of human (or social) behavior – training, the use of or failure to use recognized practices and procedures, fatigue, fitness, and attitudes. What human factors contributed to the accident.

Equipment (Including PPE): Limitations and restrictions of equipment, its maintenance and serviceability, the appropriateness of its application, and some may argue, its misuse (a human factor). Any problems with PPE or equipment?

Event: A scenario that brings the first three accident chain components together in such a way as to create an unsafe or unfavorable condition. What was the scenario.

Injury: The injury or property damage associated with the accident (Because a near miss or close call is an accident without physical injury, for the sake of the accident chain, the injury can be supposed.) What was the injury.

What acts, failures to act and/or conditions contributed most directly to this accident? (Immediate Cause)

TOMS RIVER FIRE DEPARTMENT

What action has or will be taken to prevent recurrence?

Safety Officer's Comments:

Safety Officers: _____

Safety Officers: _____

Safety Officers: _____

Safety Officers: _____

Date: _____