

# Auburn University Facilities Management Policy on ACCOUNTABILITY STANDARDS FOR VEHICLE ACCIDENTS

## I. PURPOSE

Auburn University Facilities Management's (Facilities Management's) Policy on Accountability Standards for Vehicle Accidents provides standards for holding operators of University vehicles accountable for accidents or damage caused by the negligence on the part of a Facilities Management employee.

## II. POLICY MANAGEMENT

**Responsible Office:** Auburn University Facilities Management

**Responsible Executive:** Associate Vice President, Facilities Management

**Responsible Officer:** Executive Director, Facility Operations, Facilities Management

## III. APPLICABILITY

All Facilities Management staff who operate University vehicles or equipment.

## IV. DEFINITIONS

**Authorized Driver/Operator:** a person granted permission to operate a University vehicle or piece of equipment for official business.

**University Business:** activities that are performed on behalf of the University and/or within the scope of employment at the University.

**University Vehicle/Equipment:** a motor vehicle or piece of equipment owned, leased, rented, or hired by the University. This definition excludes vehicles not licensed for use on public roads

**Vehicle Accident:** an incident involving any person driving a vehicle or operating equipment on University business that results in bodily injury or property damage.

## V. BACKGROUND

All drivers/operators of University-owned vehicles must abide by the Auburn University Fleet Safety Policy, which includes procedures regarding "all persons operating a vehicle on Auburn University business." (Section 1.0) While most employees use University-owned vehicles responsibly for work-related matters, there have been problems with negligence by some operators. This policy addresses how Facilities Management will hold operators accountable for accidents and/or damage incurred as a result of negligence while using University-owned vehicles.

## VI. POLICY

Facilities Management employees will be held accountable for accidents caused negligence or failure to follow recognized safety procedures.

## **VII. PROCEDURE FOR VEHICLE ACCIDENT ACCOUNTABILITY**

- A. All accidents involving University-owned or leased vehicle driven by a Facilities Management employee shall be reviewed by the Accident Review Board.
- B. The Accident Review Board shall consist of the following personnel: Executive Director, Facility Operations (Chair); Director, Maintenance; Director, Building Services; and the Director, Utilities and Energy; and the Director, Construction Management. The Facilities Management Safety Manager and Manager of Human Resources shall participate as non-voting members.
  - 1. The Accident Review Board shall review the facts of the accident, as stated in the Accident Report, and shall conduct a hearing with the employee(s) involved, and others as required, to determine the cause of the accident.
  - 2. The Accident Review Board shall make a determination as to whether the employee was negligent.
- C. Facilities Management employees who have accident(s) resulting from negligence, or failure to follow recognized safety procedures, on their part, as determined by the Accident Review Board, shall be subject to the following progressive disciplinary actions as detailed in Table 1.
  - 1. The severity of the disciplinary action taken will depend on the following:
    - a. The degree of negligence on the part of the employee. The greater the degree of negligence, the more severe the disciplinary action to be taken, up to and including termination of employment.
    - b. The amount of damage to the vehicle or University, or other, property as well as whether or not personnel injuries were caused by the accident. The greater the degree of damage, or if there were personnel injuries, the more severe the disciplinary action to be taken, up to and including termination of employment.
    - c. Facilities Management managers will consider past employee performance, and other mitigating circumstances, as appropriate, when applying the progressive disciplinary actions.
  - 2. Facilities Management employees who have accident(s) resulting from negligence, or failure to follow recognized safety procedures, on their part, as determined by the Accident Review Board, shall be subject to the following progressive disciplinary actions as detailed in Table 1.
  - 3. When applying the progressive disciplinary actions of Table 1, a four (4) year window will be used for considering past accidents. Any accidents, in which an employee was determined to be negligent, within four years of the date of the latest accident will be considered when determining the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> accident.

**Table 1**  
**Progressive Disciplinary Actions for Negligent Accidents**

**Severity of Accident**

	Minor Vehicle or Property Damage	Major Vehicle or Property Damage
	No Personnel Injury	Personnel Injury to Others
Low to Moderate Degree of Negligence	<p>1<sup>st</sup> Accident: Written Reprimand</p> <p>2<sup>nd</sup> Accident: Final Written Reprimand with or without Suspension without pay.</p> <p>3<sup>rd</sup> Accident: May Result in Termination</p>	<p>1<sup>st</sup> Accident: Final Written Reprimand with or without Suspension without pay.</p> <p>2<sup>nd</sup> Accident: May Result in Termination</p>
High Degree of Negligence	<p>1<sup>st</sup> Accident: Final Written Reprimand with or without Suspension without pay.</p> <p>2<sup>nd</sup> Accident: May Result in Termination</p>	<p>1<sup>st</sup> Accident: Final Written Reprimand with Suspension without pay or Termination</p> <p>2<sup>nd</sup> Accident: May Result in Termination</p>

- D. Disciplinary action taken against employees shall be considered in annual performance appraisals, and may result in a drop in the employee's overall performance rating.
- E. Two or more vehicle accidents on the part of a Facilities Management employee are an indication that s/he is not a safe employee. Due to the potential for injury to themselves or others on campus, Facilities Management cannot allow unsafe employees to remain on its staff.

**VIII REMEDIAL DRIVER/OPERATOR TRAINING:** All Facilities Management employees who are involved in a vehicle accident, and found to be negligent, shall attend the National Safety Council Defensive Driving Course for the Municipal Courts in Auburn. The employee(s) shall not drive any University owned or leased vehicles until this course has been completed and they receive clearance, in writing, to operate a university vehicle by their Director.

**XI. VEHICLE ACCIDENT REPORTING:** All accident shall be reported in accordance the Facilities Management Policy on Accident Reporting.

**X. VEHICLE REPAIR POLICY:** All vehicles involved in an accident shall be repaired by the Facilities Management Automotive Shop. Individual shops or departments do not have the authority to decide to not repair their vehicles. The full cost of the repairs shall be funded out of the budget of the department to which the negligent employee driving the vehicle is assigned.

1. Full repair costs shall be covered by the negligent employee's departmental budget for all vehicles In the event that an accident involves two or more university vehicles.
2. Full costs of repair and/or restoration to university property damaged as a result of an accident shall be covered by the negligent employee's departmental budget (e.g. buildings, landscaping, bollards, etc.).
3. Passengers inside university vehicles involved in an accident shall not be subject to corrective actions unless the Accident Review Board findings indicate they were contributors to the accident.

XI. EFFECTIVE DATE      May 4, 2016

XII. EXCEPTIONS:            None.

XIII. APPROVAL

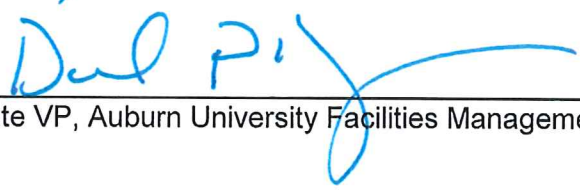
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Responsible Officer



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5/4/16

Date

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Associate VP, Auburn University Facilities Management



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Date