

Toronto District School Board

Operational Procedure PR720

Title: **COLLISION INVESTIGATION**

Adopted: March 23, 2018
Effected: March 23, 2018
Revised: N/A
Reviewed: N/A
Authorization: Executive Council

1.0 RATIONALE

Determining the cause of collisions assists the Toronto District School Board (TDSB) to avoid future events and to protect TDSB staff and property. Investigation of collision allows supervisors to determine the cause of the collision and take the appropriate action, including training, counselling or discipline.

2.0 OBJECTIVE

To establish a collision investigation process to be followed, whenever a TDSB vehicle is involved in a collision.

3.0 DEFINITIONS

Board is the Toronto District School Board, which is also referred to as “*TDSB*”.

Collision is the impact with another vehicle, object or person(s) that may or may not result in property damage, injury or death

Driver Safety Review Team (DRST) A group of TDSB supervisory staff with representatives from all functional areas that operate vehicles. Their task is to ensure safe driver conduct through the review of driver’s abstracts, collision investigations and to make recommendations on training and further review of driver behaviour. These staff have received collision review training.

TDSB Business is an action required as part of the duties as an employee of the TDSB as directed by the respective supervisor.

TDSB Vehicles are any vehicles owned, leased or rented by TDSB.

Vehicle Collision Report ([Form FAC.032A](#)) is a reporting form used exclusively for incidents involving TDSB owned/ leased/rented vehicles.

4.0 RESPONSIBILITY

Executive Officer, Facility Services, Sustainability and Planning

5.0 APPLICATION AND SCOPE

This procedure applies to all drivers of TDSB vehicles and their supervisors, and will be followed whenever a TDSB vehicle is involved in a collision.

6.0 PROCEDURES

6.1 When a TDSB vehicle is involved in a collision, the vehicle driver and her/his supervisor are expected to follow the process outlined in the Vehicle Collision Claims Procedure.

6.2 If the employee has been injured, the supervisor will complete a Supervisor's Accident Investigation Report [SAIR](#) and ensure that the employee completes an Employee's Report of Accident/Injury.

6.3 The Supervisor will arrange a time to interview the driver to review the collision/incident and how it may have been avoided. The Supervisor will invite the employee's union representative to attend.

6.4 The Supervisor will interview the driver using the questions in Appendix A as a guide and then review the answers and determine if there was any culpable behavior

6.5 If there was culpable behavior, the TDSB Progressive Discipline Process will be followed

6.6 Forward investigation results and collision reports to Chair of Driver Safety Review Team.

7.0 EVALUATION

This procedure will be reviewed as required, but at a minimum every four (4) years after the effective date.

8.0 APPENDICES

Appendix A: Vehicle Collision Interview Sample Questions

9.0 REFERENCE DOCUMENTS

Operational Procedures:

- Collision Investigation Procedure (PR720)
- Driver Safety Review Team (PR721)
- Freedom of Information and Protection of Privacy Procedure (PR676)
- Safe Operation Procedure (PR722)

Legislative Acts and Regulations:

- *Highway Traffic Act*
- *Occupational Health and Safety Act*

Other Documents:

- CVOR Guideline
- Drivers Handbook

Vehicle Collision Interview Sample Questions

Present:

Union Representative(s)

Management Representative(s)

Meeting Time, Date & Location

1. To the best of your recollection, please describe what happened. (Continue to ask what happened next until the person finishes their full narrative before asking clarifying questions).
2. Collect information to be able to answer specific vehicle collision deposition questions about times and distances. For example:
 - a) Where specifically were you driving on the roadway?
 - b) How far was the other vehicle from you when you first saw it?
 - c) Where was the other vehicle on the roadway at the time?
 - d) How fast were you driving? (If says does not know ask for estimate)
 - e) How fast do you estimate the other vehicle going?
 - f) Where on the roadway did the vehicles collide?
 - g) What parts of the vehicles collided?
 - h) Where did the vehicles come to rest?
 - i) Time, date, day of week, location of collision
3. Where were you coming from?
4. Where were you headed?
5. Describe the weather and road conditions?
6. Describe the traffic conditions?
7. Were there any traffic control devices, such as traffic lights, stop signs, other signs, lane markings, etc. involved?
8. Tell me about your conversation with the other driver immediately after the collision.
9. Did you or the other driver acknowledge any responsibility for the collision?
10. What specific injuries do you have from the collision?
11. Did you have any health conditions before the accident that contributed to the collision?
12. What were the signs of your injuries immediately after the collision?
13. What doctors and other health care providers have you seen for treatment of your injuries?

14. When did you first get medical care? What did you tell the doctor were your symptoms at that first visit?
15. If there were any gaps in your medical care (periods of several weeks or more that you did not get any treatment) why did you not get treatment?
16. What symptoms, if any, do you still have that you attribute to this accident?
17. Have you missed any time from work as a result of this accident? How much? When?
18. Was the driver or any passengers in the other vehicle injured? (If say I don't know ask if other driver or passengers were asked if they were injured)
19. Did any of the safety restraint system in your vehicle deploy?
20. Were there witnesses to the collision? (Who)
21. Who came to the collision scene? (When)
22. Do you have any photos or diagrams that show the collision scene or the damage to the vehicles?
23. Did you fill out any report of the collision?
24. What did the Police discuss with you about the collision? (Follow up with questions about Police assigning responsibility or the laying of any charges)