



## Chief Executive Office – Risk Management Branch

### VEHICLE ACCIDENT REVIEW COMMITTEE

---

The Vehicle Accident Review Committee (Committee) is an effective part of a vehicle-related risk mitigation program. Well-designed programs review vehicle accidents/incidents, determine preventability, and recommend appropriate follow-up items, training, and disciplinary assessments for preventable accidents or incidents. These Committees should incorporate the following:

- ❖ Organization/Composition – the Committee should have representation from each division, bureau, branch, etc., and should be comprised of both members of management and staff. Representatives from other sections should also include departmental risk management and human resources staff.
- ❖ Committee Procedures – the Committee should meet on a regular basis (based on the size of the department and/or number of vehicle-related incidents). Each member should review the paperwork to be presented at the actual meeting prior to meeting.
  - The Committee Chair should present the facts about each accident/incident under review to the voting members. This information can include the County of Los Angeles Report of Vehicle Collision or Incident, police investigation reports, witness statements and diagrams, photographs, and any other evidence.
  - The Committee will determine, by majority vote, whether the employee could have prevented the accident based on the facts of the case.
- ❖ Reporting the Decision – the Committee’s report should be forwarded to the employee and their supervisor/manager. “Preventable” classifications will also be forwarded to the Departmental Human Resources Manager in cases warranting appropriate corrective/disciplinary action. Other factors that should be considered when determining the level of disciplinary action should include the seriousness of the employee’s misconduct, history of preventable vehicle accidents or traffic citation(s), and the severity of injuries, property damage, and/or related litigation.
- ❖ Appeal Rights – When a “Preventable” determination has been reported to the employee, he/she may request to review all documents and/or materials used by the Committee in arriving to the decision. Employee may appear in person before the Committee to present his/her case to the members if he/she wishes to do so. The employee cannot be present during the deliberation portion of the meeting. In the case of an appeal to the Committee, any corrective/disciplinary actions will be held pending final determination.

For consultative assistance, contact:

Roberto Chavez  
CEO Risk Management Branch – Loss Control and Prevention Unit  
Phone: (213) 351-6433  
Email: [RChavez@ceo.lacounty.gov](mailto:RChavez@ceo.lacounty.gov)