Vehicle Accidents Reporting

BRIEF

Policy Summary

The Vehicle Accidents Reporting policy at Berkeley Lab requires that all on-site vehicle accidents involving personal or government/Laboratory vehicles are reported to Security (ext. 6999) after attending to any injuries. (For emergency assistance, call 911, not ext. 6999). Vehicles include bicycles and all gasoline-powered and electric vehicles. Any personal vehicle involved in an accident off site while on Laboratory business, or any off-site accident involving a government/Laboratory vehicle, should first be reported to local law-enforcement authorities and then to Laboratory security after attending to any injuries. Use the Berkeley Lab Motor Vehicle Accident Report to document the accident.

Who Should Read This Policy

Berkeley Lab employees, affiliates, visitors, and subcontractors who drive personal or government/Laboratory vehicles on site, or who drive personal vehicles while on Berkeley Lab business

To Read the ES&H Program Details, Go To:

The Traffic and Pedestrian Safety Program

Contact Information

Traffic & Pedestrian Subject Matter Expert
EHS Division

Policy

A. Purpose

This policy describes requirements should an accident involving a vehicle used for official Laboratory business occur either at the Laboratory or off site. Vehicles include bicycles and all gasoline-powered and electric vehicles, and may be personal vehicles used for Laboratory business or government/Laboratory-owned vehicles.

B. Persons Affected

Berkeley Lab employees, affiliates, visitors, and subcontractors who drive government/Laboratory vehicles or drive personal vehicles on Berkeley Lab business, or when driving personal vehicles on Laboratory property at any time

C. Exceptions

None
D. Policy Statement

1. Any accident involving a vehicle used on official Laboratory business must be reported.
   a. "Vehicles" include bicycles and all gasoline-powered and electric vehicles.
   b. Reportable accidents may occur on site or off site.
   c. Reportable accidents may involve government- or Laboratory-owned vehicles, or personal vehicles being used for official Laboratory business.

2. Any accident involving a vehicle used on Laboratory or Laboratory-controlled property must be reported.
   a. Reportable accidents include accidents involving personal vehicles not being used during the course of official Laboratory business (e.g., commuting to/from the Laboratory job, running personal errands on Laboratory property, driving to/from the Laboratory for other personal reasons).

3. Reporting must be completed immediately after emergency conditions are under control, such as after receiving medical treatment or moving a vehicle to a safe location. Accidents under extreme circumstances that prevent prompt reporting (for example, accidents that occur in remote locations or cause severe injuries) must be reported within one business day of the accident.
   a. The employee(s) operating the vehicles in the accident are responsible for reporting the incident.
   b. On-site accidents must be reported to Berkeley Lab Security/Protective Services and the employee's manager/supervisor.
      i. A Berkeley Lab Motor Vehicle Accident Report must be filed.
   c. Off-site accidents must be reported first to local law enforcement, and then to Berkeley Lab Security/Protective Services and the employee's manager/supervisor.
      i. The Laboratory employee involved in the accident should obtain adequate information about the drivers involved and the owners of the vehicles, including but not limited to names, addresses, driver's license numbers, vehicle identification numbers, vehicle descriptions (e.g., make and model), extent of vehicle damage, and vehicle registration information.
      ii. The Laboratory employee involved in the accident must obtain the name and police department of the investigating officer. The Laboratory will need this information to obtain a copy of the police report.
      iii. A Berkeley Lab Motor Vehicle Accident Report must be filed.
   d. The Facilities Division Safety Manager must receive copies of all accident reports and prepare, in conjunction with the affected employee's Laboratory division, any required reports to DOE per the Occurrence Reporting process.

4. For investigations of vehicle accidents resulting in injury or damage to government property (including vehicles and structures):
   a. Oversight is provided by the Laboratory's Facilities Division Fleet Operations Manager and the Traffic and Pedestrian Safety Committee.
   b. The investigative process follows the Laboratory's Incident Review and Reporting process, with the following details:
      i. The Facilities Division Safety Manager, in conjunction with the Fleet Operations Manager when appropriate, is responsible for investigating all vehicle accidents associated with this policy.
      ii. The Facilities Division Safety Manager will notify the LBNL Traffic Safety Subject Matter Expert (SME) within one business day of any reported accident. The Traffic Safety SME will be included in all investigations.
      iii. Once the accident investigation is complete, a subcommittee of the Traffic and Pedestrian Safety Committee reviews the report. The subcommittee will review the accident report or contribute as needed. The subcommittee will then propose compensatory and corrective actions, which will be documented in compliance with the Issues Management Program.

The table below summarizes the Vehicle Accident Reporting requirements.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>On Site Notify</th>
<th>Written Report</th>
<th>Notify</th>
<th>Written Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government or Laboratory, including forklift, trucks, etc.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Personal used for Laboratory business</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Personal vehicle use on Laboratory property but not for official business</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
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</table>

E. Roles and Responsibilities
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee involved in the accident</td>
<td>Reports the accident in accordance with this policy</td>
</tr>
</tbody>
</table>
| Supervisor of employee involved in the accident                     | • Ensures, to the degree appropriate, that proper emergency assistance is provided to the employee reporting the accident  
• Ensures the vehicle accident is reported according to this policy  
• Ensures any injuries are immediately reported to Health Services |
| Security/Protective Services                                         | • Receives the report of an accident  
• Provides emergency assistance or accident investigation if needed  
• Documents the accident                                                                 |
| Fleet Operations Manager                                             |                                                                                                                                                |
| Security Manager                                                     | Assists in the investigation of vehicle accidents                                                                                                |

**F. Definitions/Acronyms**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off site</td>
<td>Not within the physical property boundary of Berkeley Lab property located at 1 Cyclotron Road, Berkeley, California</td>
</tr>
<tr>
<td>On site</td>
<td>Within the Berkeley Lab property boundary located at 1 Cyclotron Road, Berkeley, California</td>
</tr>
<tr>
<td>Vehicles</td>
<td>Bicycles and all electric or gasoline- or diesel-powered vehicles</td>
</tr>
<tr>
<td>Government- or Laboratory-owned vehicle</td>
<td>A vehicle owned, leased, or otherwise controlled by Berkeley Lab</td>
</tr>
<tr>
<td>Official Laboratory business</td>
<td>An activity performed while being compensated by Berkeley Lab</td>
</tr>
<tr>
<td>Personal vehicle</td>
<td>A vehicle owned, borrowed, leased, or rented by the person operating it</td>
</tr>
</tbody>
</table>

**G. Recordkeeping Requirements**

Vehicle Accident Reports shall be maintained indefinitely.

**H. Implementing Documents**

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Title</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>n/a</td>
<td>Berkeley Lab Motor Vehicle Accident Report</td>
<td>Form</td>
</tr>
<tr>
<td>07.07.028.001</td>
<td>Traffic and Pedestrian Safety</td>
<td>Program</td>
</tr>
<tr>
<td>07.03.001.001</td>
<td>Occurrence Reporting</td>
<td>Program</td>
</tr>
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</table>

**I. Contact Information**

Traffic & Pedestrian Subject Matter Expert  
EHS Division

**J. Revision History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
<th>By whom</th>
<th>Revision Description</th>
<th>Section(s) affected</th>
<th>Change Type</th>
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<tbody>
<tr>
<td>1/2/2013</td>
<td>0</td>
<td>R. Fisher</td>
<td>Reformatted for wiki (Brief only)</td>
<td>All</td>
<td>Minor</td>
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<tr>
<td>8/28/2013</td>
<td>1</td>
<td>R. DeBusk</td>
<td>Policy created from Traffic Safety Program</td>
<td>All</td>
<td>Minor</td>
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<tr>
<td>3/3/2015</td>
<td>N/A</td>
<td>M. Wisherop</td>
<td>Periodic review — no changes</td>
<td>No changes</td>
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</table>
Vehicle Accidents Reporting

Document number: 07.03.004.000
Revision number: 1
Publication date: 8/28/2013
Effective date: 8/28/2013
Next review date: 3/3/2018
Policy Area: Incident Review and Reporting
RPM Section (home): ESH
RPM Section (cross-reference): none
Functional Division: EHS
Prior reference information (optional): PUB-3000 Sections 5.1.1.5, 5.1.1.6, 5.8.5, 60 (Work Process C)

Source Requirements

- California Vehicle Code (CVC), Division 11, Rules of the Road
- 10 CFR 851, Appendix A, 9.0 Motor Vehicle Safety

Other Driving Requirements

- California Commercial Motor Vehicle Safety Act

Other Related Berkeley Lab Policies

- Vehicles, Use of Laboratory or Government Policy
- Traffic and Pedestrian Safety Policy
- Injury Response and Review Policy
- Occurrence Reporting
- Forklifts and Other Powered Industrial Trucks

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