

Collision Management Policy



Purpose

The purpose of this policy statement is to ensure the consistent reporting and management of road traffic collisions to enable actions that reduce both 'driver at fault' and 'driver not at fault' road collisions.

Scope

Managing risks associated with driving is the joint responsibility of:

1. Senior management
2. Fleet and logistics management
3. All SCCS personnel who drive in the course of their employment
4. All staff responsible for any aspect of the post-collision process

Policy Aim & Commitments

Road traffic collisions have the potential to cause death or serious injury and can significantly affect the operating costs and reputation of our organisation. It is therefore the responsibility of this organisation to understand the direct and underlying causes of collisions and implement measures to prevent their reoccurrence.

Policy Aim

Our policy is to ensure that all road traffic collisions are reported, documented, investigated, and managed in a consistent way. This enables us to better understand the risks our drivers face in order that we can reduce the number and severity of all vehicle collisions.

Company Commitments

When a driver is involved in a road traffic collision, it is essential that the collision investigation process is followed to ensure the:

- Collision is managed safely, legally and reported to the relevant authorities promptly
- Incident facts are collated accurately and recorded correctly (including details of the people involved, and property damaged)
- Drivers involved are assessed to ensure they are fit and able to return to driving duties
- Vehicles involved are repaired to a safe and legal state prior to being returned to the road
- Incident is fully investigated to determine both primary and contributory factors that led to the collision
- Incident facts are analysed to determine and implement any remedial actions which may prevent similar incidents occurring in the future

Employee Commitments

We expect all our drivers to maintain high driving standards on the road. This means operating within the law, driving with consideration for others and ensuring our vehicles are safe and roadworthy at all times.

Collision Management Policy

Policy reference:	014.11.2017.PL.
Revision No.	6
Date of 1 st issue:	13/02/2018
Date of last review:	21/02/2023
Reviewed by:	L.Walker
Approved by:	K.Smith

Responsibilities

The responsibility for the implementation of this policy rests with the Managing Director who may delegate this to suitably competent personnel such as the Group Fleet Manager or departmental Line Managers who have undergone suitable training.

The Group Fleet Manager shall have delegated responsibility for overseeing the collision management process (section 1) and the process for taking remedial action (section 3). They may also carry out the collision investigation if the Line Manager of the member of staff involved has not had suitable training or is not available. Relevant departmental Line Managers shall complete e-learning training prior to carrying out the collision investigation process (section 2) following a collision involving any members of their team.

Lucy Walker (Group Fleet Manager) is the nominated Road Risk Champion, responsible for overseeing road risk and collision management.

Definitions

1. "Company" shall mean SCCS
2. "Company Business" shall mean any journey to or from any address where the purpose of the journey is connected with the Company and its business requirements.

Processes and procedures

The following must be strictly adhered to following familiarisation

1. Collision Management Process

Following any kind of collision, a collision investigation will take place (see Section 2). All evidence and completed forms will be collated and passed to the Group Fleet Manager, or any individual who has been delegated responsibility

Data will be reviewed for trends and key or common causes of accidents and recommendations for further action will be made to senior management

This policy will be reviewed and refined if necessary following collision data analyses

2. Collision Investigation Process

The collision investigation process is made up of four steps

Pre-collision

- All drivers will be provided with collision management packs including all relevant forms, information and insurance details
- Relevant departmental Line Managers will undertake training on carrying out the post collision investigation

At collision scene

- Capture information at the scene of the accident

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- Complete the At Scene Driver Collision Form
- Inform the insurance company at the earliest opportunity
- Inform head office at the earliest opportunity
- Consider driver well-being – determine if you may need medical assistance
- If possible, consider most appropriate way to return vehicle, driver and load to head office

Back at Head Office

- If not already done, inform insurance company
- Again consider driver well-being and determine if medical assistance is needed – shock and/or adrenaline could mask any injuries straight after an incident
- Inspect vehicle and assess if it's safe to return to the road
- Driver to complete post collision report form
- Line Manager to complete post collision report form

Post collision

- Log incident on vehicle accident record
- Begin investigation process
- Carry out driver interview and determine direct and underlying causes
- Recommend remedial action
- The Fleet Manager to complete Post collision investigation form

3. Process for Taking Remedial Action

The company may take remedial action following either a specific collision or incident, or following a review of trends either within the company or across the industry as a whole

The post collision investigation form completed by the Group Fleet Manager after a specific incident will determine direct and underlying causes of incidents and make recommendations of remedial action

The Group Fleet Manager will review these specific recommendations in line with company trends in collisions before submitting recommendations to senior management for review

Remedial action following a specific incident

The areas for consideration will be dependent on the incident but may include:

- Policy based – company policy, risk assessments, current procedures, driver manuals/handbooks

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- Driver based – recruitment, assessment, induction and periodic training
- Vehicle based – vehicle type, maintenance
- Operations/Management based – instructions, routing, processes, briefing

Remedial action following review of company trends

The Fleet Manager shall conduct a review of the company's collisions every 3 months to determine whether the company is succeeding in its aims to reduce the incidence of collisions

The review will be recorded and any recommendations for changes to staff, vehicles or operations will be presented to senior management for consideration.

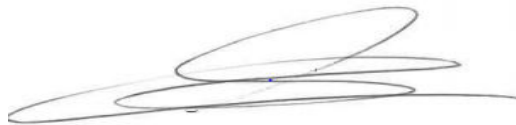
4. Post Collision Driver Rehabilitation

The company recognizes that staff operating vehicles involved in collisions and, in particular collisions causing fatalities or serious injury are at risk of experiencing stress and anxiety

As stated in the Company Vehicle & Driving Policy individuals are responsible for assessing their own fitness to drive. This includes following a collision, which could cause a setback in the driver's confidence, increased levels of nervousness and discomfort, and in some cases post-traumatic stress disorder

If required the individual involved in the collision should agree a return-to-work programme with their line manager, which will be implemented subject to approval by senior management

Signed:



Print name: Kevin Smith

Position:
Revision

Managing Director
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Date: 21st February 2023
Next review: 20th February 2024