



**Title:**  
**INCIDENT REVIEW BOARD POLICY**

<b>Subject:</b> <b>TRAVEL, VEHICLES &amp; EQUIPMENT &amp; PARKING</b>	<b>Page:</b> 1 of 20	<b>Policy Number:</b> 08.10.00
<b>Category:</b> <b>DISTRICTWIDE POLICY</b>	<b>Approval Date:</b> 05/27/2014	<b>Last Revised Date:</b> 06/05/2018

**POLICY STATEMENT:**

It is the policy of the Forest Preserve District of Cook County (the “District”) to establish an Incident Review Board (IRB). This advisory body will implement District policy by ensuring timely review of all Incidents (as defined below) involving District vehicles or equipment, and/or involving District employees while pursuing District business or on District time.

**Mission:** The mission of the IRB will be:

1. To conduct objective and thorough investigations of all non- law enforcement related Incidents involving District employees, vehicles, and/or equipment;
2. Evaluate and recommend policies, procedures, and trainings;
3. Ensure that best practices are in place to help prevent Incidents;
4. Provide the General Superintendent and Department Heads recommended discipline for employees involved in incidents determined by the IRB to be preventable; and,
5. Assure consistency in the evaluation of and response to Incidents involving District employees.

**Goals:** The goals of the IRB include:

1. Assist in reducing the number of Incidents on a yearly basis;
2. Assist in reducing costs incurred by the District and third parties at the result of incidents (repair costs, replacement costs, etc.);
3. Identify and provide recommendations to treat the underlying causes to repeated Incidents; and
4. Identify and provide recommendations to reduce injuries and the risk of injuries to employees and third parties.

**PURPOSE:**

The purpose of this document is to establish the mission, goals, and procedures to be used by the IRB, department heads, supervisors, and employees in the event an Incident occurs.

**AFFECTED AREAS:**

The scope of this policy applies to all non-law enforcement District employees.

**DEFINITIONS:**

**Incident:** An Incident shall be defined as either a Collision or Accident (as defined below) involving District vehicles or equipment, and/or involving District employees while they are using District vehicles or equipment or otherwise engaging in District business or on District time or property.

**Collision:** A Collision shall be defined as any impact occurring between a vehicle or piece of equipment and another vehicle or piece of equipment, person, object, animal, geographic or architectural obstacle which results in injury, property damage, vehicle damage, or death, regardless of who or what was injured, what property was damaged or to what extent, where it occurred, or who was responsible.

**Accident:** An Accident shall be defined as any occurrence that is either unexpected, unintentional, or outside an employees' control, that: (1) Causes injury to a third party or damage to a third party's property; (2) Results in injury to a District employee; or (3) Results in damage to District Property.

**Vehicle/Equipment:** District owned, leased, and rented vehicles including, but not limited to, automobiles, pick-up trucks, light duty trucks, sport utility vehicles, vans, heavy duty trucks, trailers, tractors, grass-cutting equipment, and all other District owned, leased, rented, miscellaneous vehicles and equipment.

### **PROCEDURE/PROCESS:**

#### **1) Reporting Requirements:**

- A. All Incidents involving District vehicles, or other motorized equipment must be analyzed, and a written report submitted to the Fleet Department for review. Supervisors may recommend to the IRB if an IRB meeting, or other IRB involvement, is or is not merited. The IRB will make the final determination if further investigations or a meeting will or will not occur.
1. It is the duty of all supervisors to inform the Fleet Department within one (1) business day of any Incident involving District vehicles or other motorized equipment.
  2. The Fleet Department will ensure that the IRB, Department of Human Resources, and DOC have access to a shared database that lists all District repairs and replacement activities to District vehicles and equipment. The database must be kept current.
  3. If the Chair of the IRB and Fleet Department determine that an Incident or Collision does not merit an IRB meeting, they will notify the DOC in writing within five days of such determination. Such notification will include the Incident Damage Report. If the DOC disagrees with the determination of the Chair of the IRB and Fleet Department, the matter will be presented at the following IRB meeting.
- B. All Incidents involving District equipment (not including: general office supplies, printers, phones, or computer equipment) must be reported to the Fleet Department within one (1) business day of the Incident. Supervisors may recommend to the IRB if an IRB meeting, or other IRB involvement, is or is not merited. The IRB will make the final determination if further investigations or a meeting will or will not occur. Supervisors are expected to inform the Fleet Department of all incidents that result in damage to District property.

#### **2) Personal Vehicle Usage Incident Reporting Requirements:**

- A. Employees may use a personal vehicle for District business purposes in compliance with Vehicle/Equipment Policy and Employee Travel Policy.
- B. Tickets, violations, etc. incurred by District employees while using a personal vehicle for District business are the responsibility of the driver.
- C. In the case of a vehicle incident, District employees, while doing District business or on District time, must:

1. *File a Police Report immediately;*
  2. *Immediately inform your supervisor of the incident;*
  3. *Complete the District Incident Damage Report Form; and,*
  4. *Provide a copy of the Police Report to your supervisor.*
- D.** Employees will be Drug and/or Alcohol tested if reasonable suspicion is determined in accordance with the Cook County Personnel Rules and/or the District Alcohol & Controlled Substances Use Policy.
- E.** Subject to any required approval of the Forest Preserve's Board of Commissioners, expenses related to vehicular incidents incurred by an employee driving his/her own vehicle for the purpose of conducting District business shall may in certain cases be covered by the District provided the operation of such vehicle is in compliance with the Vehicle Use/Equipment Policy, the Employee Travel Policy, the Incident Review Board Policy, the Cook County Personnel Rules, and all applicable federal, state, and local laws.
- F. Supervisors:** If an incident occurs with an employee using his/her own personal vehicle, for business purposes, supervisors:
1. May go to the scene of an employee incident if the supervisor deems it necessary;
  2. Should ensure that the employee complies with this policy by obtaining the Police Report and the completed Incident damage Report;
  3. Should submit the employees Police Report to the Chair of the IRB and the Fleet Maintenance Division or designee within one (1) business day of the Incident, or upon when available; and,
  4. Submit the completed Incident Damage Report to the Chair of the IRB and the Fleet Maintenance Division within one (1) business day of the Incident.
- G. Discipline:** Employees that fail to comply with the provisions set in this policy may be subject to discipline, up to and including termination.

### 3) **IRB Review Requirements:**

- A.** The IRB will conduct an investigation and analysis of the facts and findings to determine whether any further action regarding to an Incident is warranted and, if so, what action is recommended. In determining whether such a meeting will be held, the IRB will take the following into consideration:
1. Supervisor recommendations;
  2. Vehicle & Equipment Incident/Damage Report;
  3. Witness Statements;
  4. The estimated cost of damage,
  5. The severity of the incident; and/or
  6. Employee's Incident Record.

**B. Prior To A Meeting:**

1. Employee will be notified of the meeting date, time, and location;
2. Employee's union representative will be notified of the meeting date, time, location, and purpose;
3. Witnesses of the incident will also receive notice of the meeting, date, time, and location;
4. Employee may invite legal representation;
5. The IRB will consult the Legal Department if there is a traffic case or court date prior to scheduling any meeting.

**C. During A Meeting:**

1. A member of the IRB or other District staff official will take notes of the meeting. Meeting notes, including all subsequent votes, should be forwarded to members of the IRB, the Director of Human Resources, the DOC, and the Policy Analyst, upon request;
2. The IRB will hear and discern evidence presented;
3. The chair of the IRB will read the complaint and/or Vehicle & Equipment Incident/Damage Report documents;
4. The employee and/or union representative may present any relevant facts;
5. The IRB may require interviews with witnesses and others involved with the Incident and its aftermath;
6. Members of the IRB may ask any questions relating to the Incident;
7. The employee and/or union representative may challenge or rebut any evidence presented during the meeting, in his/her defense;
8. Closing statements and arguments by the employee will be allowed; and
9. Before the conclusion of the meeting, the IRB will inform the employee that the IRB will take into consideration all the facts, and in a timely fashion communicate its decision to the employee's Department Head, Union Representative, and employee involved.

**4) Investigation/Evaluation Guidelines:**

The IRB will use the following guidelines during its deliberations:

- A. Were there any management system failures? After an Incident analysis, what initially appears to be an employee performance failure may turn out to be a management system failure. Management personnel must take the lead in facilitating the safety process. If management deficiencies are identified during an Incident analysis, they must be corrected. This may involve changes in policies, procedures, or practices.

Criteria:

- ✓ Policy: Were driving/equipment policies and performance expectations clearly communicated?
- ✓ Training: Was the employee oriented to and/or trained to operate the specific type of vehicle/equipment?
- ✓ Safety: Had driver completed previous safety related training?
- ✓ Road Condition: What was the condition of the road at the time of the Incident/Collision/Accident?
- ✓ Weather: What was the weather at the time of the Incident/Collision/Accident?
- ✓ Maintenance:
  - a) Was the vehicle or equipment mechanically sound?
  - b) Was a supervisor informed prior to the Incident/Collision/Accident of equipment needing to be fixed or replaced (i.e., was the “trip sheet” completed)?

**B. Were there any employee performance failures?** District has adopted a policy to modify employee attitudes and behaviors and to upgrade skills if an Incident involves improper operation.

Criteria:

- ✓ Capabilities: Was the employee capable of performing the task?
- ✓ Expectations:
  - a) Did the employee conform to department policies, practices and expectations?
  - b) Did employee follow District policy, practices and procedures?
  - c) Did employee follow post-incident reporting policy requirements?
- ✓ Maintenance:
  - a) Did employee perform a pre-trip safety check?
  - b) Did the employee report to anyone of higher authority any problems associated with the equipment or vehicle before being deployed?
- ✓ Safety Attitude: Did the employee demonstrate a positive attitude for safety?
- ✓ Protective Procedures: Did the employee utilize any safety restraints?
- ✓ Road Hazard: Was the employee aware of potential road hazards and did the employee adjust behaviors accordingly?
- ✓ Impairment: Was the employee physically and mentally fit to operate the equipment or drive the vehicle (*consider fatigue, distraction, etc.*).

- ✓ Distractions: Was the employee distracted by cell phone, eating, laptop computer or other?
- ✓ Other:
  - a) Could the employee have done anything to avoid the Incident/ Collision/Accident?
  - b) Was the employee's speed safe for conditions?
  - c) Did the employee obey all traffic signals?
  - d) Was the employee's vehicle/equipment under control?
  - e) Was a police ticket issued?
  - f) Did the employee follow the routing and delivery instructions?
  - g) Were there any other factors that may have contributed to or caused the Incident/Collision/Accident?

5) **IRB Rulings:**

**A. IRB Quorum Requirements:**

1. Three members must be present for a quorum. Alternative IRB members may be called upon but only when needed in order to achieve a quorum;
2. A quorum is required in order for the IRB to conduct any business related to the Board;
3. IRB permanent members must attend 75% of all IRB meetings during a calendar year in order to vote at an IRB meeting. A non-voting member may still attend an IRB meeting and participate in the discussion.

**B. IRB Decisions Timeline:**

1. IRB decisions and recommendations should be issued within 30 days of the conclusion of the investigation or meeting date unless court or legal considerations dictate otherwise;
2. IRB decisions and recommendations should generally not be issued prior to any traffic or court date.

**C. IRB Decisions:**

1. The IRB should consult with the Legal Department before issuing any disciplinary recommendation from an Incident that involves a 3rd party (*any non- District employee*), or any Incident that has resulted in personal injury;
2. The IRB has the authority to recommend to the employee's Department Head a minimum form of discipline;
3. In order to ensure consistency in the disciplinary process, all disciplinary recommendations of suspension or termination from the IRB should first be forwarded to the Chief Attorney, the Director of Human Resources, and the DOC for vetting. After receiving confirmation (*approval*)

from the Chief Attorney, Director of Human Resources, and the DOC, the IRB may forward the confirmed disciplinary recommendation(s) to the Department Head;

4. The IRB has the authority to recommend discipline to the employee's supervisor (s) when the IRB determines the supervisor (s) is responsible for things such as, but not limited to, inadequate training, failure to previously discipline the employee for prior incidents or safety breaches, failure to properly report the incident, failure to require a drug/alcohol test, or failure to comply with the District Vehicle Policy;
5. The IRB also has the authority to issue mandatory training courses to employees involved in an Incident; and,
6. The IRB has the authority to consider the employee's record of previous accidents/Incidents of a similar nature within a one (1) year period;

**D. Department Heads must:**

1. Advise the IRB whether they accept the minimum recommendation from the IRB within five (5) business days of the ruling; or
2. Elect to impose more severe disciplinary action than the IRB minimum recommendation based on an employee's prior disciplinary background in accordance with the Cook County Personnel Rules and Progressive Discipline policies. If such an election is made, supervisors must notify the IRB, Human Resources and the DOC within five (5) days of the IRB formal written recommendation; or
3. Appeal the IRB's minimum recommendation in favor of a less severe form of discipline to the General Superintendent who will make the final determination within five (5) business days of the IRB's formal written recommendation.

**E. Appeal Process:**

1. Department Heads may appeal an IRB recommendation to the General Superintendent within five (5) business days of IRB's formal written recommendation;
2. IRB recommendations which are not adopted, exceeded, or appealed within five (5) business days by Department Heads will be considered final and will be followed;
3. Department Head appeal requests to the General Superintendent must be provided in written form (hard copy or email), with a copy to **(1)** the Chair of the IRB, **(2)** the DOC, **(3)** the Director of Human Resources, and **(4)** the Chief Attorney.
  - In the appeal request, the Department Head must:
    - a) Explain the purpose of the appeal,
    - b) Provide an alternate discipline recommendation, and
    - c) A rationale/explanation for the alternate discipline recommendation (*i.e., extenuating circumstances, prior history of discipline, etc.*).
  - After a Department Head submits an appeal to the General Superintendent, the Chair of the IRB will immediately provide the Director of Human Resources, the DOC, and the Chief

Attorney **(1)** a copy of all relevant IRB findings, **(2)** the IRB Determination Form, and **(3)** IRB voting records.

- The Director of Human Resources and the Chief Attorney will review:
- The Department Head appeal request and (2) relevant IRB findings, determination form, and voting records. After such review, the Director of Human Resources, and the Chief Attorney will prepare a response agreeing or disagreeing with the IRB's recommendation and will forward the request, IRB documents, and response to the DOC and the General Superintendent.
- The General Supt. will review all documents before issuing a final determination.
- \* This process does not prohibit or limit the ability of the District to negotiate a resolution to the matter with union representatives where the employee involved in the Incident is covered under a collective bargaining agreement.

### **RESPONSIBILITY:**

**IRB Duties:** The IRB is comprised of five (5) permanent voting members, and no more than four (4) alternative voting members, appointed by the General Superintendent.

#### **IRB Member Requirements:**

1. Attend a minimum of 75% of all IRB meetings during a calendar year;
2. Complete the National Safety Council "Root Cause Analysis" course by end of their first year on the board; and,
3. Other duties as assigned by the IRB chair.

**IRB Chair Requirements:** The Chair, with the assistance of the Vice-Chair, will oversee the daily operations of the IRB. Some of the duties of the Chair include:

1. Make assignments to IRB members;
2. Prepare reports to the General Superintendent, and other relevant senior District and county leaders, on a regular basis and as required;
3. Be responsible for initiating the gathering of information;
4. Be responsible for gathering all pertinent reports, photographs, statements, cost appraisals, etc. needed for a full and complete review by the IRB;
5. Track and update the disciplinary database;
6. Inform the Directors of Human Resources and Compliance on IRB disciplinary recommendations, responses from Department Heads, appeals to the General Superintendent;
7. Be responsible for the retention of pertinent documents;
8. Serve as the spokesperson for the IRB in internal and external meeting;



9. Record and track IRB members meeting attendance; and,
10. Provide copies of IRB rulings and department head correspondence to IRB members.

**The General Superintendent:** The General Superintendent will:

1. Appoint the Chair and members of the IRB;
2. Make the final determination when a disciplinary recommendation made from the IRB is appealed by a department head; and,
3. Make the final determination when the Legal Department, Human Resources Department or the Director of Compliance (DOC) disagrees with a disciplinary recommendation made by the IRB.

**Department Heads:** District department heads are required to:

1. Review the finding of the IRB rulings relating to employees in their departments;
2. Consider the recommendations of the IRB;
3. Respond to IRB rulings in a timely manner (within 5 days of receiving an IRB recommendation).by informing the Chair of the IRB in writing of:
  - a. All IRB discipline recommendations that were adopted and issued to their employee(s);
  - b. The type of discipline that was issued to their employee(s), if the discipline was higher/more progressive than what the IRB recommended;
  - c. If there will be an appeal to the General Superintendent; and if so, provide a copy of the appeal request to the Chair of the IRB;
4. Make the final determination of employee discipline within five (5) days of the IRB ruling;
5. If the department head wishes to issue discipline that is less severe than the IRB minimum recommended disciplinary action, the department head must submit a written appeal t to the General Superintendent, who will make the final determination;
6. Every District department head shall have in a central location an Incident Reporting Kit to be used in every Incident, which must include:
  - a. Vehicle & Equipment Incident/Damage Report;
  - b. Pencil and Pen;
  - c. Tablet for additional information; and a
  - d. Disposable Camera.

**Supervisors:** Supervisors are responsible for:

1. Providing yearly trainings, or reminders, for their employees on District policies, including:
  - a. District Vehicle Policy;

- b. Vehicle & Equipment “Pre-Inspection Trip Sheet” Policy;
      - c. Vehicle & Equipment Incident/Damage Report expectations; and the
      - d. Incident Review Board Policy & Procedures.
2. Going or sending a designee to go to the scene of any Incidents involving their staff. In addition, supervisors are expected to:
  - a. Notify 911 and District Police when merited/ appropriate;
  - b. Follow the Vehicle Policy guidelines related to accidents/ incidents;
  - c. Utilize the Incident Reporting Kit for the investigation; and,
  - d. Schedule mandatory alcohol/drug a test for employees involved in the Incident, as follows.

**Alcohol/Drug Testing Policy:**

- a. District employees who are drivers involved with any Collision must be alcohol/drug tested;
      - b. District employees that are passengers of vehicles involved in a Collision may be alcohol/drug tested if the supervisor has reasonable suspicion the employee is under the influence of either drugs or alcohol; and
      - c. District employees involved with any Accident may be alcohol/drug tested if the supervisor has reasonable suspicion the employee is under the influence of either drugs or alcohol.
3. Conducting timely investigations, which must include conducting the following:
  - a. Taking multiple, detailed, and clear pictures;
  - b. Getting a copy of any police and crash reports;
  - c. Identifying if any local surveillances (i.e., cameras) are near the accident that may have captured the accident/ incident;
  - d. Recording witness statements;
  - e. Recording employee statements; and
  - f. Reviewing the entire Vehicle & Equipment Incident/ Damage Report.
4. Providing complete investigation documentation to the Fleet & Facilities Department (The Fleet Department) as soon as the investigation has been completed; and, reporting all vehicle or equipment related repairs needed as a result of an Incident to the Fleet Department in a timely manner (within 1 business day).
5. Cooperating with IRB investigations, requests for information, and meeting attendance and participation.

**District Employees:** All District employees are required:

1. To immediately inform their supervisor, Department Head or Department Head designee, of all Incidents, injuries, or damage to or resulting from a District vehicle or equipment; (
2. To immediately inform their supervisor, department head or department head's designee of all Incidents involving them and a third party or third party property occurring during the course of the employee's work on behalf of the District or on District property;
3. To immediately inform their supervisors, department head or department head's designee, of any traffic citations received while driving a District vehicle;
4. To immediately inform their supervisors, department head or department head's designee, of any restriction or limitation that is placed on their driver's license, or their ability to drive, when a valid driver's license is required for the position;
5. To comply with District Vehicle Policy & Procedures;
6. To comply with the employee "Trip Sheet" policy; and
7. To comply with IRB Policy & Procedures, meeting requests participation, and investigations.

**Fleet Department:** The Fleet Department will:

1. Provide the IRB a detailed estimation of costs for replacement or repairs to vehicles/equipment prior to the IRB meeting;
2. Provide the IRB final actual expenses incurred as a result of vehicle/equipment replacement and/or damage due to an Incident;
3. Provide the IRB additional feedback that could aid in investigations, and/or rulings; and
4. Ensure that the IRB, Department of Human Resources, and DOC have access to a shared database that lists all District repairs and replacement activities to District vehicles and equipment. The database must be kept current. All repairs and replacements must have an IRB reference number.

**Legal Department:** The Legal Department will:

1. Provide legal counsel for all incidents involving a 3<sup>rd</sup> party claim(s) for personal injury, depositions, and other legal related matters; and
2. For IRB recommendations which are appealed, review Department Head's request and IRB records and prepare response; and,
3. Review IRB recommendations of suspension and termination before they are sent to Department Heads and advise the Chair of the IRB and the General Superintendent in writing within five days if it does not agree with the IRB's recommended disciplinary action.

**Human Resources Department:** The Human Resources Department will:

1. Ensure that employee discipline aligns with this policy;
2. Ensure that employee discipline aligns with the Personnel Rules; and,

3. For IRB recommendations which are appealed, review Department Head's request and IRB records and prepare response; and, (4) Review IRB recommendations of suspension and termination before they are sent to Department Heads and advise the Chair of the IRB and the General Superintendent in writing within five days if it does not agree with the IRB's recommended disciplinary action.

**Director of Compliance:** The Director of Compliance will:

1. Attend for the purposes of monitoring meetings of the IRB;
2. Review all IRB recommendations and advise the Chair of the IRB, Director of Human Resources, General Counsel, and/or the General Superintendent in writing within five days if s/he does not agree with the IRB's recommended disciplinary action; and
3. Review determinations of the IRB and Fleet Department that an Incident, Collision or Accident does not merit an IRB meeting.

**TRAINING REQUIREMENTS:**

- 1) All District non-law enforcement employees will be trained on this policy.
- 2) All IRB members must complete the National Safety Council "Root Cause Analysis" training course within the first year of their appointment.

**COMMUNICATION PLAN:**

- 1) This policy should be distributed to all District employees.
- 2) This policy should be added to the District shared drive, intranet, and website.
- 3) A copy of this policy will be placed in all District vehicles.

**REFERENCES:**

**Cook County Personnel Rules**

Rule 8: Conduct and Discipline of Personnel

**Forest Preserve District of Cook County**

Employee Handbook Rules of Conduct

**Forest Preserve District of Cook County**

Title 1: District Vehicle Policy (FPDCC Code Section 1-14: 1-4)

**Forest Preserve District of Cook County**

Title 4: Motor Vehicles and Traffic (FPDCC Code Section 4-2: 1-15)

**Forest Preserve District of Cook County**

Vehicle/Equipment Policy

**POLICY LEAD:**

Anthony D. Tindall  
Policy & Special Projects Manager

**APPROVAL:**

Arnold Randall  
General Superintendent

**POLICY HISTORY:**

**Approved:** 05/27/2014

**Revised:** 11/28/2016

**Revised:** 06/13/2018

**If you have questions, comments, or suggestions concerning District policies, please contact:**

**Forest Preserve District of Cook County**

Office of the General Superintendent

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## APPENDIX A: Employee Related Frequently Asked Questions

- 1. I just got into an incident. I called my supervisor but could not get in touch with him/her. What should I do now?**

Employees involved in or witness to an Incident must immediately contact their supervisor, if physically able. If an employee has been unsuccessful in communicating with his/her supervisor after an Incident has occurred the employee may contact:

- (1) The division office clerk/administrative staff;
- (2) The closest available supervisor;
- (3) Department Head or Department Head designated staff person, and, or
- (4) A Representative in the Fleet Department.

- 2. I just experienced an incident. It is dark outside or I don't feel safe remaining at the scene of the incident. May I leave the scene of the incident?**

Employees are to remain at the site of the Incident in order to submit to a drug and/or alcohol test in accordance with the District Alcohol and Controlled Substances Use Policy, unless it would be unsafe to do so. Employees are instructed to contact their supervisors immediately, and participate in a drug/alcohol test, if requested, if they leave the scene of an unsafe accident or collision.

Note: Only supervisors, or other District employees, are permitted to drive vehicle/equipment back to the Division or designated facility.

- 3. I just experienced an Incident. I called my supervisor. Is that all who I am required to contact?**

Employees are required to call their supervisors after being involved in an incident. Employees are to also contact 911 if there is any medical emergency. Employees are to contact the District Police Department if there is any incident involving a District employee and a non-District person or property.

- 4. I am at my work headquarters and just noticed that there is a dent, or some other damage, to the vehicle/equipment I was utilizing earlier. I did not realize the damage until now. What should I do?**

- (1) Inform your supervisor immediately; and,
- (2) Complete an Incident/Damage Report;
- (3) Follow subsequent requests by your supervisor in alignment with the Vehicle Policy or Incident Review Board Policy.

**5. What is the District Vehicle Policy and where do I get a copy of it?**

Copies of the Vehicle Policy, and all other District policies, are located on the policy/news board in District facility, the Office of the General Superintendent, and are also available to District employees via the shared drive.

**6. Who do I submit my daily trip sheet to?**

Daily pre-inspection trip sheets are to be given to an employee's immediate supervisor, unless otherwise directed by his/her supervisor.

**7. May my supervisor go with me to an IRB meeting?**

Unless otherwise invited by the IRB, no.

**8. Why am I required to take a drug/alcohol test when I am involved in a collision that is not my fault?**

A thorough investigation of facts must take place to determine if an employee contributed to an Incident. This process is detailed and may take a number of business days to complete.

It is District policy that all employees involved in a collision be drug/alcohol tested. The failure or refusal of an employee to submit to alcohol/drug testing under any of the circumstances listed in the Vehicle or Incident Review Board policies will subject the employee to disciplinary action, up to including discharge.

**9. If I am found at fault for an incident by the IRB, how long does it stay on my record?**

The IRB recommends discipline to department heads. It is the responsibility of department heads to administer progressive discipline in accordance with the employee handbook and any applicable collective bargaining agreements. All disciplinary actions administered by Department Heads will be reflected in an employee's personnel record and will not be removed unless required under an applicable collective bargaining agreement.



## APPENDIX B: Supervisor Related Frequently Asked Questions

### 1. What number do I call in order to have an employee participate in a drug test?

ALIA Drug Testing, LLC.  
708-320-2334; or 773-386-8652 (24 hours).  
24hrs/7 days a week

### 2. What number do I call if I need a vehicle towed?

1. The Garage Main Office  
708-771-1552
2. Tom Thompson  
708-906-1577  
[Tom.thompson@cookcountyil.gov](mailto:Tom.thompson@cookcountyil.gov)
3. Jorge Campos  
708-878-1198  
[Jorge.campos@cookcountyil.gov](mailto:Jorge.campos@cookcountyil.gov)
4. John Regalado  
312-735-5217  
[John.regalado@cookcountyil.gov](mailto:John.regalado@cookcountyil.gov)

### 3. What number do I call if there is a medical emergency?

Call 911 immediately

### 4. What number do I call if there are no injuries but the incident involves a District employee and other property not belonging to the District?

Contact the **District Police Department** at **708-771-1000** to have police dispatched and fill out an Illinois Motorist Report.

### 5. Who do I contact if I have a question regarding the Vehicle Policy?

Supervisor questions regarding the Vehicle Policy can be directed to the Chair of the Vehicle Policy Steering Committee, the Compliance Director, or the Policy Analyst.

### 6. Who do I contact if I have a question regarding the Incident Review Board Policy?

Supervisor questions regarding the Incident Review Board can be directed to the Chair of the Incident Review Board, the Human Resources Director, or the Policy Analyst.



**7. Who do I contact if I need to get in touch with Cook County Risk Management?**

Supervisors are requested to contact the District Legal Department. The Legal Department will help initiate and facilitate employee communications with Risk Management if and when appropriate.

**8. When am I allowed to request passengers of vehicles to submit to a drug or alcohol test?**

In the event of an accident or collision supervisors have the discretion to request employee-passengers of District vehicles/equipment to submit to a drug and/or alcohol test if there is any reasonable suspension or cause for concern.

The failure or refusal of an employee to submit to alcohol and/or drug testing under any of the circumstances listed in the Vehicle or Incident Review Board policies shall be treated as a refusal to test and will subject the employee to disciplinary action, up to including discharge.

**9. What should I do with employee trip sheets?**

Employee pre-inspection trip sheets should be stored in secure locations and should be easily accessible to District administrators when requested.

Employee pre-inspection trip sheets should not be destroyed. Employee pre-inspection trip- sheets should be scanned and saved electronically or placed in storage after a period of one (1) year.

**10. Are we required to drug test for vehicle mechanical failure?**

Supervisors have discretion on when to request an employee submit to a drug test for an instance like this.



## APPENDIX C: Administrator Related Frequently Asked Questions

1. **Am I required to complete a Pre-Inspection Vehicle Trip Sheet before I drive in my assigned pool car?**

Yes. All employees that drive pool cars are required to conduct a pre-inspection vehicle trip sheet before they travel.

2. **Am I required to complete a Pre-Inspection Vehicle Trip Sheet before I drive in my assigned take home car?**

Employees granted a take home vehicle are encouraged to conduct a pre-inspection vehicle trip sheet. Employees are also encouraged to complete a Daily Destination Log sheet.

3. **I am a direct report to the General Superintendent or Deputy Superintendent. Their schedules do not permit them to be “on-call” if I get into an incident. Who should I contact if I get into an incident?**

All employees are to contact their immediate supervisors if they get into an incident. The Fleet Department may also fulfill the role supervisor for all employees that are direct reports to the General Superintendent or Deputy Superintendent.



## APPENDIX D: Drug Test Requirement Example Sheet

**Incident:** An incident shall be defined as either a collision or accident as defined below.

**Collision:** Any impact occurring between a vehicle or piece of equipment and another vehicle or piece of equipment, person, object, animal, geographic or architectural obstacle which results in injury, property damage, vehicle damage, or death, regardless of who or what was injured, what property was damaged or to what extent, where it occurred, or who was responsible.

**Accident:** Any occurrence that is either unexpected, unintentional, or outside an employee's control, and involving a District employee's use of a vehicle or piece of equipment which (1) Causes injury to another person or damage to property; (2) Results in injury to a District employee; or (3) Results in damage to District property.

INCIDENT	
Collision Examples (Drug Test Required)	Accident Examples (Drug Test At Supervisor Discretion)
Vehicle slams into another vehicle, building, or object.	Rock flies out of line trimmer and breaks window
Skid steer slides down and rolls over a steep bank. No physical individual injuries occurred but there was damage to the machine.	Rock cracks windshield while driving on the highway.
Rock flies out of the discharge chute of mower and strikes a pedestrian in the eye.	While loading a picnic tables on the truck it slides forward and shatters rear window.
Wheel comes off vehicle and rolls across the highway and strikes parked car.	While trimming a tree the limb falls to the ground and damages the mirror of a vehicle.
Vehicle drives over a drop gate and damages the under carriage of the vehicle. Transmission damage.	An employee throws a shovel onto the back of the pick-up and shatters the rear window.
You have just fueled up your vehicle and pull away without removing the fuel nozzle. As a result damaged to the fuel dispenser occurs.	Driving off road and truck gets stuck and has to be towed out.
When an incident occurs that demands the need for external police or fire force officers.	Hydraulic hose/fitting breaks during operation of machine.
	Tree branches/limbs/brush scrapes, dings or dents the machine during operation.
	Weld cracks on machine or implement during operation (travel).
	Saw damaged during tree felling operation.
	Employee backs into a ditch because of not investigating surroundings. The event does not merit police or fire force attention.



**APPENDIX E:  
IRB Meeting Determination Form**

**IRB Meeting Date:** \_\_\_\_\_

**IRB Members Present:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Employee Title:** \_\_\_\_\_

**Employee Department:** \_\_\_\_\_

**EMPLOYEE PERFORMANCE ANALYSIS**

Questions	Yes	No	N/A
Was the employee capable of performing the task?			
Did the employee conform to department policies, procedures and practices?			
Did employee follow District policies, procedures and practices?			
Did employee follow post-incident reporting policy requirements?			
Did employee perform a pre-trip safety check?			
Was the employee aware of potential road hazards and did the employee adjust behaviors accordingly?			
Was the employee distracted by cell phone, eating, laptop computer or other?			
Could the employee have done anything to avoid the Incident, Collison or Accident?			

**IRB Recommendations**

IRB Vote Analysis	Member Name	IRB Recommendations
Yay		
Nay		
Abstain		