HORRY COUNTY ACCIDENT REVIEW GUIDELINES

I. BACKGROUND

The County of Horry owns and operates through its employee's over 900 motor vehicles. Safe and proper operation of these vehicles is the direct responsibility of the operators, supervisors and department heads. Every effort will be made by Horry County to provide and maintain safe, reliable equipment for its employees; however, this is an impossible task without the cooperation of the operators, supervisors and department heads.

Significant losses occur when employees and volunteers are injured because of unsafe acts or conditions. These losses reduce the funds that departments could use to maintain and improve services, increase staff, improve benefits, or some other needed function. Each employee and volunteer has the responsibility to perform his/her job safely and to maintain a hazard-free work area. Department Heads have the responsibility to identify unsafe acts and conditions and to take actions that will minimize unsafe hazards.

II. ACCIDENT REVIEW BOARD

A. Appointment and Terms of Horry County Safety Council

1. The County Administrator shall appoint the members of the Horry County Safety Council. The Safety Council may be comprised of twelve (12) permanent full-time county employees, who shall be appointed by the Administrator.

2. Each member of the Safety Council shall serve three-year staggered terms. Interim appointments shall be for the unexpired term. The Safety Council may have the following.

    - Police – 2 members
    - Fire/Rescue – 2 members
    - Sheriff – 2 members
    - Public Works – 1 member
    - Maintenance – 1 member
    - Other Departments – broadly represented

3. The Safety Council shall elect its chairperson and vice-chair from among its members annually. A quorum of the entire Safety Council shall consist of at least seven (7) Safety Council members. Risk Management personnel shall serve in an advisory position and provide administrative support as necessary and requested.

B. Duties of the Horry County Safety Council

1. The Horry County Safety Council shall review all accidents involving County personnel, volunteers, vehicles, or equipment incidents and on any properties owned by Horry County.

2. If the Safety Council determines that the collision accident was **preventable**, it will recommend that the responsible operator and may recommend the spotter be levied an assessment of either 2 or 4 points. Additionally, the operator shall be assessed a monetary amount for the repair cost or the damage appraisal.

    a. Two (2) Points Assessment shall equate to a $100 assessment.

    b. Four (4) Points Assessment shall equate to a $200 assessment and 1 day work suspension.

c. County policy requires a spotter when backing if available. Employee who fails to use a spotter may be levied the following additional assessment.

   i. Employee (non-volunteer): One (1) day work suspension
   ii. Volunteer: Thirty (30) days away from active volunteer services

d. Backing: Operators involved in a preventable backing accident will be required to comply with the County's cone use policy for 6 months.

e. Performance Review: If employee is assessed points during a reporting period, then those points are taken off his/her performance review.

3. After the County Administrator approves assessments, the Human Resources Director or his/her designee shall direct the payroll staff to make deductions from the employee's payroll check on a bi-weekly basis not to exceed $50. Employee may have the option of paying the assessment in full, or the balance before the payroll deduction.

4. Department heads are responsible for addressing appropriate disciplinary actions with regards to preventable accidents and may take additional actions, including disciplinary action up to termination in accordance with personnel policies.

   Driver Retraining: Operators assessed 2 points or more will be required to attend a risk management approved defensive driving course within 90 days of the approved assessment. Immediate supervisors with any operators receiving 4 points within a quarter or accumulating 4 points must attend retraining within 90 days regardless of previous training. Additional training may be required by the Safety Council and the department heads on a case by case basis.

C. COLLISION CLASSIFICATION AND POINT SYSTEM

1. Findings of the Safety Council will be classified into one of the following categories.

   A. Non-preventable: **Zero (0) points**

   B. Preventable and Compromise of Defensive Driving: **Two (2) points** Collision could have been prevented by the driver through normal awareness and attention to driving including the actions of others or the presence of adverse driving conditions.

   C. Preventable and Direct Disregard of Defensive Driving: **Four (4) points** Driver contributed to the collision through direct disregard of state laws pertaining to standard operation of motor vehicles, departmental or South Carolina vehicle code regarding emergency operation of vehicles.

2. Any employee who accumulates six (6) points may be terminated.

3. **Reduction:** Accumulation process starts on the accident date of the first chargeable accident. Two (2) points will be dropped for each consecutive 24 months period that an operator goes without contributing to a preventable accident.

4. The appeals process to any finding by the Horry County Safety Council would be to the County Administrator.

5. The County Risk Manager shall maintain a record of points accumulated by the drivers of County Vehicles and notify department heads accordingly.

6. Employees and the investigating supervisor involved in the vehicle collision have the right to appear before the review board. Risk Management will send notice to the applicable departments prior to the review.

Administrator's Approval: _____ Date: 8/27/14

Chris Eldridge, Horry County Administrator