

VEHICLE ACCIDENT GUIDELINES

September 23, 2004

This booklet is the property of the CTA. It was prepared to give employees a better understanding of CTA's Vehicle Accident Guidelines.

Issued to: _____

Employee ID #: _____

VEHICLE ACCIDENTS

The CTA is entrusted with the safety of its employees, passengers and the general public. Thus, safety is our primary concern in the delivery of transit services. As a result, the below listed guidelines will apply to any employee of the Authority who, during the course of performing his or her duties, operates a vehicle owned, operated, leased, or otherwise used by the Authority or a vehicle authorized for use on CTA business, including all revenue and non-revenue operations and privately owned vehicles authorized for said operation.

These guidelines supersede and replace all previous directives, bulletins and guidelines regarding vehicle accidents.

DEFINITION OF TERMS

1) Incident

Any unexpected or unusual event that results in an injury to a person, or damage to property, as a result of the operation of a vehicle owned, operated, leased, or otherwise used by the Authority or a vehicle authorized for use on CTA business. This includes, but is not limited to when:

- a. Contact is made with a pedestrian, another vehicle, and/or a fixed object; or
- b. A passenger is injured or claims to have been injured while on board or while boarding or alighting.
- c. This vehicle's operator and/or passenger(s) is injured or claims to have been injured while on board or while boarding or alighting in revenue or non-revenue service.

Note: If an incident does not meet the definition of an accident, it shall be defined as an occurrence and if warranted, it may be treated as a Procedural/ Performance or Safety Violation. Once the incident rises to the level of an accident, the final determination is whether or not it is a Class I or Class II Accident.

2) Occurrence

An incident that **is not a result** of a violation of Authority rules, procedures, and policies.

3) Accident

An incident that **is a result** of a violation of Authority rules, procedures, and policies.

4) **Serious Injury**

An injury or condition resulting from the accident that requires the person to be admitted to a hospital for the injury or condition resulting from the accident, at the time of the accident, or within 30 days after the date of the accident.

5) **Serious Damage**

Damage to property or vehicles in which one of the vehicles suffered disabling damage (**towed away from the scene**). For railcars, the threshold for property damage shall be that the **railcar is removed or withheld from revenue service, due to the damage it received in the accident.**

6) **Class I Accident:**

A Class I Accident shall be defined as one involving serious damage and/or serious injury.

7) **Class II Accident:**

A Class II Accident shall be defined as one not involving serious damage and/or serious injury.

Class I Accident

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|---------------|-------------------------------------------------------------------------------------------------------------------------------|
| 1st Accident: | Referred to the appropriate supervisor for consideration of progressive action up to and including administrative separation. |
| 2nd Accident: | Referred to the appropriate supervisor for administrative separation. |

Class II Accident

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|---------------|-----------------------------------------------------------------------|
| 1st Accident: | Noted and Instructed |
| 2nd Accident: | Noted and Instructed |
| 3rd Accident: | Noted and Instructed |
| 4th Accident: | Corrective Case Interview |
| 5th Accident: | Referred to the appropriate supervisor for administrative separation. |

The foregoing guidelines are based on a twenty-four (24) month period prior to the date of the most recent accident. An employee who during a twenty-four (24) month period is involved in any combination of a Class I and Class II Accident is subject to Administrative Separation for any subsequent accident.



take it everywhere. SM