

# Wichita Fire Department

## Apparatus Drivers

- **Must pass a street test with at least an 80%**
- **Have at least 6 months with the Fire Department prior to driving Squads and 1 year before driving the large apparatus.**
- **Pass a certification exam given by the Fire Training Division.**
- **Complete a pump and driving test every year to remain a driver.**

# Accident Procedures

- **Notify Fire Safety Officer and a Battalion Chief**
- **Request WPD to investigate scene for cause.**
- **Fill out accident forms and describe how accident occurred.**
- **Recommendation made by Safety Officer and Battalion Chief to Deputy Chief of Operations for discipline.**
- **Discipline will be determined by the severity of the accident and how it relates to the penalty matrix.**



# Accident Procedures

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- **The Fire Department review committee meets quarterly to review all accidents and make recommendations**
- **All accidents that cause over 10.000 dollars in damage will go before the EARB for review and recommendation.**



# WICHITA TRANSIT Vehicle Safety Program

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- Initial and on-going training
- Proactive awareness
- Accident and incident reporting
- Managing employee injuries
- Accident investigation
- Accident review committee
- Contracted monitoring checks
- Supervisor observation checks
- Discipline policy
- Safety action committee
- Safety budget



# WICHITA TRANSIT

## Initial and Ongoing Training

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- Written policies and procedures
- U.S. DOT guidelines
- 7 days in classroom
- Safety meetings
- Bulletins
- Remedial training as appropriate



# WICHITA TRANSIT

## Proactive Awareness

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- Bulletin Board
- Safety communications center
- Safety board – traffic light
- Incentives
- No chargeable accidents is one of five criteria for two-step raise
- Perfect monitoring check is one of five criteria for two-step raise
- Scheduled supervisor observation evaluation



# WICHITA TRANSIT Accident Review Board

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- Written guidelines established
- ARB made up of peers
  - Operators
  - Maintenance
  - Supervisor
- Chargeable vs. non-chargeable classification – no discipline
- Director has final disposition in contested classification

# WICHITA TRANSIT Accident Discipline

- Greater than \$10,000 of damage considered recklessness (Class I violation)
- Drugs or alcohol involved results in termination
- Two-year reckoning period
- Grievance process per contract
- Discipline policy depends on seriousness of accident:
  - 1<sup>st</sup> violation.....written warning
  - 2<sup>nd</sup> violation....1 to 5 days suspension
  - 3<sup>rd</sup> violation....discharge



# Wichita Police Department General Vehicle Safety

- # Initial training in Police Academy
- # Ongoing training - driving simulator
- # All accidents are reported and investigated
- # Proactive Initiative
  - o Bulletin Board
  - o Supervisor monitoring

# Wichita Police Department Accident Review Board (ARB)



- # Board Makeup
- # General Guidelines
  - Reviews all vehicle accidents
  - Determines if accident preventable and degree negligence
  - Disposition and disciplinary strategy



# Wichita Police Department Accident Discipline "Grid"

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- # "A" Violation - minor in nature
- # "B" Violation - serious violation
- # "C" Violation - acute violation

# GENERAL GOVERNMENT Safety and Accident Program



Public Works, Park & Recreation,  
Water Utilities

# Safety and Accident Program

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- # Executive Safety Committee
- # Department Accident Review Boards
- # Department Peer Safety Committees
- # Disciplinary Guidelines

# Executive Safety Committee

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- # DHs of: Public Works, Park, Water Utilities, Police, Fire, and Transit.
- # Risk Manager Chairs, City Attorney and HR Director advise.
- # Provide overall policy guidance, resource allocation for safety, and review city-wide safety record.
- # Make recommendations to CM and CC.

# Department Accident Review Boards

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- # Review all accidents for chargeable or not.
- # Imposes discipline for chargeables per Policy Matrix.
- # Office of Risk Management provides support, trends, and enhancements.

# Department Peer Safety Committees

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- # Line level membership.
- # Front line perspective and access.
- # Alternative "channel" for making safety recommendations.
- # PW=up, Park=start, WU=coming

# Disciplinary Guidelines

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- # Sets MINIMUM disciplinary action based on category and number of offenses.
- # Defines Incident (non-chargeable).
- # Have four categories of events (A...D) and 1<sup>st</sup> to 4<sup>th</sup> offense matrix.

## "A" Violations:

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- # No license or unqualified.
- # Chargeable that causes minor damage.
- # Failure to use personal protective equipment (PPE).
- # Failure to provide safety training, enforce policies, prevent use of unsafe equipment. (Supervisor)

## "B" Violations:

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- # Allow or require unlicensed or unqualified operator. (Supervisor)
- # Accident in violation of DL restriction.
- # Accident with employee injury when not using PPE.
- # Failure to report event with City damage.

## "B" Violations (cont):

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- # Legally chargeable accident resulting from improper operator action.
- # Failure to wear, request, provide, or require PPE (Employee/Supervisor).
- # Performing or permitting work without required safeguards (Employee/Supervisor).

## "C" Violations:

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- # Failure to report: 1) accident with damage injury to others or 2) injury to employee or others from non-vehicle accident.
- # Knowingly operating or allowing the operation of a vehicle with defect. (E/S).
- # Knowingly allowing or requiring: 1) operation with suspended or invalid DL or 2) DUI. (Supervisor)

## "C" Violations (cont):

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- # Missing PPE or careless work practice with inpatient treatment injury. (E/S)
- # Performing or permitting work without safeguards with outpatient treatment injury (E/S)

## "D" Violations:

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- # Use/possession/influence of alcohol or drugs at work.
- # DUI (vehicle and equipment) even if prescribed. (Old "E")
- # Performing or permitting work without safeguards with inpatient treatment injury (E/S)

## "D" Violations (cont):

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- # Intentional destruction of City property or intentional violation of safety rules (life safety exception).
- # Supervisor who allows impaired operation resulting in an accident or incident.
- # Refusal to submit for testing after accident. (Old "E")
- # DUI with property/injury/fatality.

# Recommended Discipline Matrix

Cat.	1st	2nd	3rd	4th
"A"	Written - 1 D	3-5 D	10-20 D	Dismiss
"B"	3-5 D	10-20 D	Dismiss	
"C"	10-20 D + <u>Prob.</u>	Dismiss		
"D"	Dismiss			

# Special Considerations

- # Act of gross negligence/carelessness can result in termination recommendation.
- # 2<sup>nd</sup> offence requires remedial training.
- # Incentive Clause (3 clean years/1 step)
- # Probation (one more, no driving)
- # Reckoning Period :12m (written)/(24 m (< 20 d)/36 m (20 d).

# Executive Safety Committee

## **Purpose:**

- **To Review Safety Issues That May Transcend Department Lines**  
*Example: Placement of “Men at Work” Signs at Work Sites*
- **To Consolidate Safety Training Programs**  
*Example: Snow and Ice Driving Techniques.*



## **Committee Members**

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- **Assistant City Manager for Operations**
- **Risk Manager**
- **Department Heads from Police, Fire, Public Works, Water Utilities, Transportation and Park and Recreation**