

STATE DRIVER ACCIDENT REVIEW

STD. 274 (REV. 5-99)

PLEASE PRINT OR TYPE**SUPERVISOR'S REVIEW - FOR DEPARTMENTAL ACCIDENT PREVENTION**

PURPOSE: To have supervisor investigate each driver accident, report facts and circumstances, confirm that the State vehicle was used on State business, and initiate or recommend action to achieve accident prevention.

HOW: Use sources of information listed on the back of this form. Report on all accidents, regardless of who was hurt, what property was damaged, or who was responsible. Where State property is all that is damaged and repairs do not exceed \$1,000, a STD. 270 should not be submitted to the Office of Risk & Insurance Management. (SAM 2430)

WHO: **SUPERVISOR** who authorized the employee to drive on State business must prepare this report, code the type of accident, and forward it to the reviewing officer/safety coordinator within five days from the date of the accident. Attach STD. 274 to the departmental copies of STD. 270 (if applicable). If STD. 270 is not required, send a copy of STD. 274 to the Office of Risk & Insurance Management, Loss Control Unit.

REVIEWING OFFICER: You are responsible for the quality (accuracy and completeness) of the supervisor's report and to initiate follow-up action.

1. DRIVER'S NAME	2. ORGANIZATION UNIT AND DEPARTMENT	3. DATE OF ACCIDENT
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4. HOW DID ACCIDENT OCCUR? (SUPERVISOR'S VERSION)

5. WHAT DRIVING RULES, VEHICLES LAWS OR VIOLATIONS CONTRIBUTED TO THE CAUSE OF ACCIDENT?
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6. SUPERVISOR'S ACTION TAKEN, OR RECOMMENDATIONS FOR SUPERIORS TO PUT INTO EFFECT. (SEE BACK FOR SUGGESTIONS)

7. SIGNATURE AND TITLE OF SUPERVISOR	DATE
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8. REVIEWING OFFICER:
 I CONCUR OR I DO NOT CONCUR WITH SUPERVISOR
 MY EVALUATION AND ACTION TAKEN:

9. HOW WAS THE DRIVER INFORMED OF YOUR EVALUATION AND FOLLOW-UP ACTION: VERBAL DISCUSSION <input type="checkbox"/> WRITTEN MEMO <input type="checkbox"/> VERBAL AND WRITTEN <input type="checkbox"/>	DATE
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10. SIGNATURE AND TITLE OF REVIEWER	DATE
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STATE DRIVER ACCIDENT REVIEW

STD. 274 (REV. 5-99) (REVERSE)

SOURCES OF INFORMATION INVESTIGATED -- BY SUPERVISOR IN ADDITION TO STD. 270 PREPARED BY DRIVER

DID YOU?

YES NO

- ☒ QUESTION STATE DRIVER

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 - ☒ GO TO SCENE OF ACCIDENT

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 - ☒ CLOSELY EXAMINE SEAT BELTS AND SAFETY EQUIPMENT

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 - ☒ EXAMINE MECHANICAL DEFECTS

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 - ☒ READ POLICE REPORT AND CITATIONS

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 - ☒ REVIEW DL-254, ABSTRACT OF LICENSE RECORDS DEPARTMENT OF MOTOR VEHICLES

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 - ☒ REVIEW DRIVER'S FILE -- DEPARTMENT RECORDS

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 - ☒ ASK ABOUT ANY DISTRACTIONS OR ATTENTION DIVERTERS, PRIOR TO ACCIDENT

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 - ☒ CONSIDER, WAS OUR DRIVER INFLUENCED BY FATIGUE, ILLNESS, MEDICINE OR ALCOHOL? IF YES, EXPLAIN

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- _____
- _____
- _____

SOME ACTION SUGGESTIONS AND RECOMMENDATIONS (EXPLAIN ON OTHER SIDE)

- DRIVER HABITS NEED TO BE OBSERVED IN TRAFFIC
- OUR DRIVER WAS A CONTRIBUTING FACTOR (memo to driver)
- FURTHER TRAINING BE PROVIDED (when, by whom and type)
- DEPARTMENTAL POLICY OR LOCAL RULES BE MODIFIED
- DRIVER BE DISCIPLINED (special action suggested)
- ASK ACCIDENT REVIEW BOARD TO ADVISE SUPERVISOR
- NO FURTHER PERSONNEL ACTION BE TAKEN
- RECOMMEND REMOVAL FROM DRIVING STATUS
- DISCUSS CUMULATIVE DRIVER RECORD
- RECOMMEND NEW OR CHANGE OF TRAFFIC FLOW
- CHANGE OR IMPROVE EQUIPMENT
- ASK FOR EXPERT CONSULTATION

GIVE DATE OF DEFENSIVE DRIVER TRAINING

	DATE
☒ ORIENTATION - DEPARTMENT POLICIES AND RULES	
☒ CLASSROOM DEFENSIVE DRIVER TRAINING	
☒ BEHIND - THE - WHEEL TRAINING	
☒ SPECIAL MOBILE EQUIPMENT TRAINING	

SUPERVISOR -- CLASSIFY FOR DEPARTMENTAL REPORTING

TYPE OF VEHICLE ACCIDENT:

COLLISION WITH OTHER VEHICLE

- 1. Evasive maneuver
- 2. Lost control
- 3. Hit other vehicle in rear
- 4. Hit from rear
- 5. Proceeding straight
- 6. Crossed into opposing lanes
- 7. Changing lanes
- 8. Making right turn
- 9. Making left turn
- 10. Backing
- 11. Mechanical failure
- 12. Collision with bicycle

SOLO ACCIDENT

- 13. Evasive maneuver
- 14. Lost control
- 15. Collided with stationary object
- 16. Backing
- 17. Runaway vehicle
- 18. Lost load
- 19. Mechanical failure
- 20. Struck or was struck by animal

STRIKING PEDESTRIAN

- 21. In a crosswalk
- 22. Not in a crosswalk
- 23. While backing

MISCELLANEOUS ACCIDENT

- 24. Explain

WAS ACCIDENT PREVENTABLE BY STATE DRIVER?

Yes No