



## OFFICE OF SECURE TRANSPORTATION

### POLICY NUMBER: **OST P 7.01A**

**TITLE: Accident Review Committee (ARC) Roles and Responsibilities**

**EFFECTIVE DATE: 02/28/08**

**PURPOSE:** The Office of Secure Transportation (OST) ARC is formally organized and chartered to review all OST accidents involving federal and contractor employees to determine corrective actions needed to mitigate a recurrence. The ARC will assist management in providing accident trending and recommending safe driving practices. The ARC supports the execution of the Safe Driving Awards Program by reviewing all pertinent information of an accident involving Federal Agents (FA) to determine if the accident was preventable or non-preventable.

**SCOPE:** This Policy applies to all OST FA, federal and contractor employees involved in vehicle accidents while on official business.

**PROPONENT:** Environmental, Safety and Health Branch (ESHB)/Safety, Security and Emergency Management Division.

#### **EXTERNAL RECORD DOCUMENTS:**

- DOE O 225.1A, *Accident Investigations*
- National Safety Council Guide (NSCG), *A Guide to Determine Motor Vehicle Accident Preventability*

#### **INTERNAL RECORD DOCUMENTS:**

- OST SOP 2.00.01, *Safe Driving Award Program (Draft)*

### **POLICY**

#### **1. Objectives/Expectations**

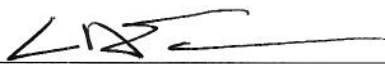
- a. All ARC members will be Department of Energy employees. Other OST federal or contractor employees may attend any ARC meeting. The membership of the ARC will consist of the following:
  - (1) ESHB – Safety professional will chair the ARC.
  - (2) Training Command – Driving Instructor (voting).
  - (3) Vehicle Systems Branch – Maintenance (voting).
  - (4) Office of Mission Operations – One Deputy Director Facilities or one Deputy Director Operations from each Agent Operations Command (AOC) (voting/non-voting).
  - (5) Human Reliability and Resource Branch – Safe Driving Awards Coordinator or representative (voting).
- b. ARC shall refer to the NSCG in making accident determinations.
- c. All vehicle accidents that fall under the scope of this Policy shall be investigated in accordance with the requirements of DOE O 225.1A. The ARC will consider all findings, conclusions, and recommendations from critiques or Type B investigations in order to determine accident preventability or non-preventability.
- d. Documentation and conclusions from the AOC review of accidents should be forwarded

e. An employee may appeal an ARC decision as outlined in the OST SOP 2.00.01.

## 2. Responsibilities

- a. Assistant Deputy Administrator (ADA) is the approving authority for OST policies and for any request for exemptions to policies.
- b. ARC Chairman will:
  - (1) Provide all available accident information to committee members,
  - (2) Guide the committee through determinations using the NSCG.
  - (3) Vote in the event of a tie vote.
  - (4) Prepare and provide the final report of the Committee's findings to OST Senior Leadership.
- c. ARC is responsible for:
  - (1) Convening every six months unless otherwise required by the responsibilities defined in this Policy. Cases to be reviewed will consist of those where all pertinent information has been assembled. Each ARC voting member will have a vote on issues requiring a vote. A voting ARC member from the same AOC will not vote on accidents involving FAs in that AOC. A majority vote will be required to pass any issue.
  - (2) Scheduling meetings based on ARC members' workload and availability. Meetings may also be conducted via teleconference.
  - (3) Ensuring accident reviews based on available information are included in meeting agendas. Members are free to voice their opinion.
  - (4) Evaluating and making recommendations on vehicle safety related issues as introduced by any of the members or OST federal or contractor personnel. Examples of such issues are vehicle safety suggestions, proposed procedure changes, SOP, and risk assessments.
  - (5) Evaluating and reviewing concerns about deficiencies related to the Vehicle Safety Program and providing recommendations on the safe operation of OST vehicles to the ADA.

APPROVING OFFICIAL:

  
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Craig A. Tucker, Assistant Deputy Administrator  
Office of Secure Transportation

2/28/09  
Date