



## CITY OF PROVIDENCE

### **8.4 VEHICLE/EQUIPMENT INCIDENT REPORTING POLICY**

#### **Purpose**

The purpose of this policy is to establish a standardized procedure for reporting and documenting incidents involving City of Providence vehicles and equipment. This ensures prompt accurate record-keeping, investigation and follow-up action. The policy is intended to enhance safety, accountability, and the protection of City assets while complying with all relevant local, state, and federal regulations.

#### **Scope**

This policy applies to all employees, interns, fellows, volunteers, and contracted employees of the City of Providence who operate City-owned, leased, or personal vehicles used for City business and motorized equipment, including trailers and towed equipment, in the course of their employment; this covers all incidents including accidents, damages, malfunctions, theft, and other types of operational failures. Employees of the Providence Water Supply Board (PWSB), Providence Police and Providence Fire will continue to follow agency-specific procedures.

#### **Policy**

##### **1. Expectations of Reporting**

- A. Any incident involving a City-owned vehicle or personal vehicle used for City business, regardless of damage or severity, must be reported promptly to law enforcement and the designated City officials including their immediate supervisor and department director.
- B. Incident reporting forms and instructions should be made available in vehicle glove compartments and online on the City of Providence Department of People and Culture – OSHA webpage (<https://www.providenceri.gov/hr/policy-manual/>).
- C. All incidents must be reported to the Department of People & Culture - Occupational Safety & Health Administration (DPC-OSHA) within **24 hours** or as soon as practical.
  1. For serious injuries, immediate notification to DPC-OSHA is required.
  2. Completed Vehicle/Equipment Incident Report & Employee Incident Reports must be emailed to [EIR@providenceri.gov](mailto:EIR@providenceri.gov) within 48 hours of the incident.

##### **2. Incident Response Procedure**

In the event of a vehicle or equipment incident, the following steps must be taken:

###### **A. Immediate Actions:**

1. Stop the vehicle/equipment and ensure safety by turning off the engine and using hazard lights.
2. Move the vehicle to a safe location if it is blocking traffic.
3. Call 911 to report the incident, regardless of injuries.
4. Assist any injured individuals but DO NOT move them unless necessary to prevent further injury. Otherwise, move to a safe place.

###### **B. Reporting to Supervisor:**

1. Immediately inform your supervisor of the incident and provide an initial verbal report.
2. When deemed necessary either by nature of the incident or accident, supervisors or designated employees must respond to the scene and oversee incident management.

###### **C. Incident Documentation:**



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1. The driver must complete the **Vehicle/Equipment Incident Report Form** and provide it to their supervisor.
  2. If the driver is unable to complete the form at the scene, a verbal report must be provided, and the form must be completed as soon as practical.
  3. The supervisor must document:
    1. Incident details through photos, statements, and observations.
    2. Police report number and witness accounts.
  4. Completed reports must be submitted to the City's fleet manager and DPC-OSHA within **24 hours**.
- D. **Employee Incident Report (EIR):**
1. All employees involved in the incident, regardless of injury status, must complete an **Employee Incident Report** at the scene.
  2. Reports should be submitted to the **Department of People & Culture (DPC) within 24 hours**.
- E. **Serious Incidents:**
1. If the incident results in serious injuries, **DPC-OSHA must be notified immediately**.
  2. Supervisors should contact the City's fleet manager for further guidance.
3. **Post-Incident Procedures**
- A. If a moving citation is issued, notify Department of People & Culture immediately.
  - B. CDL holders must comply with Rhode Island commercial vehicle reporting regulations, including potential post-accident alcohol and controlled substance testing.
  - C. Testing is required when an accident involves a fatality OR the driver receives a moving violation citation arising from the accident AND a vehicle must be towed or an injury requires immediate medical treatment away from the scene.
  - D. Please refer to the Commercial Motor Vehicle Policy and Program and where applicable, the Local 1033 Collective Bargaining Agreement for details.
  - E. No repairs or modifications may be performed on City vehicles without written approval from the fleet manager.
4. **Special Circumstances**
- A. **Unattended Vehicles:** If the incident involves an unattended vehicle, contact law enforcement and attempt to locate the vehicle owner with their assistance.
  - B. **Hit and Run:** Stay at the scene and notify the police immediately.
5. **Responsibilities**
- A. **Employees**
    1. Immediately report the incident to a supervisor.
    2. Complete required documentation accurately and submit it within the specified timeframe.
  - B. **Supervisors**
    1. Respond to incident locations and ensure compliance with policy procedures.
    2. Review reports for accuracy and completeness before submission.
    3. Ensure that all employees involved complete the required Employee Incident Report.
  - C. **Department of People & Culture – OSHA:**
    1. Ensure incidents are reviewed and investigated as necessary.
    2. Maintain incident records for compliance and trend analysis.
    3. Guide corrective actions and safety measures.



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### 6. **Compliance**

Employees who fail to adhere to the Vehicle/Equipment Incident Reporting Policy may result in disciplinary action, up to and including termination, contingent upon the nature and severity of the violation.

#### **Related Policies:**

Driver's License Verification Policy

Accident, Injury and Illness Policy

Vehicle Use Policy

Discipline Policy

#### **Other Related Information:**

Local 1033 [Collective Bargaining Agreement](#)

[Employee Incident Report \(EIR\)](#)

[Vehicle/Equipment Incident Report Form](#)