



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

FROM: City Administrator

SUBJECT: APPROVAL OF STANDARD OPERATING PROCEDURES FOR
VEHICLE ACCIDENT REPORTING

MEETING DATE: NOVEMBER 21, 2017

RECOMMENDATION:

City staff is recommending that the City Council adopt the Standard Operating Procedures (SOP) for vehicle accident reporting, and authorize the Director of Transportation to execute the procedures.

ANALYSIS:

The Transportation Department oversees and maintains the City's vehicle fleet. As such, the purpose of a standard operating procedure for vehicle accident reporting will provide a consistent method of reporting vehicle accidents and will assist in mitigating vehicle liability costs.

This SOP has been vetted and approved by the City's Attorney, Human Resources Department, Finance Department and the City of Commerce Employee Association. All accidents involving City vehicles, regardless how minor, must be reported promptly to the driver's immediate supervisor, or the driver must follow the chain of command if an immediate supervisor is unavailable. The supervisor shall respond to the scene of the accident; review the vehicle accident checklist with the employee, collectively gather all pertinent information (including pictures of damage) associated with the accident, and thoroughly complete the accident report form. The Department Head or designee shall review, sign and submit all completed vehicle accident reports to the Transportation Director within 24 hours or one working day after the accident.

ALTERNATIVES:

1. Approve the procedures.
2. Provide staff with further direction.

FISCAL IMPACT:

This activity may be carried out without additional impact on the current operating budget.

RELATIONSHIP TO 2016 STRATEGIC GOALS:

This agenda item relates to the 2016 strategic planning goal: “review and update services and activities to increase efficiency”, as the proposed recommendation outlined in this report assists in mitigating the City’s liability cost and exposure.

Approved by: Claude McFerguson, Director of Transportation

Reviewed by: Josh Brooks, Assistant Director of Finance

Approved as to form: Noel Tapia, City Attorney

Respectfully submitted: Fernando Mendoza, Interim City Administrator

ATTACHMENTS:

1. Vehicle Accident Reporting Procedures – Standard Operating Procedures