CITY OF KETTERING

DAMAGED VEHICLE REPORT
Policy 20

Responsibility for Safety

All City employees are responsible for safety.

The City Manager:
- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

Responsibilities of Department Directors
Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

Responsibilities of Safety Coordinator/Executive Committee
The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:
- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

Responsibilities of Supervisors

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:
- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

Responsibilities of All Employees

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

| Reset Form |

KETTERING VEHICLE MAINTENANCE CENTER
DAMAGED VEHICLE REPORT

This form must be completed and submitted to your supervisor.

| VEHICLE NO. |
| REPORT DATE |
| REPORT TIME |
| DAMAGED DATE |
| DAMAGED TIME |

| EMPLOYEE (LAST, FIRST, M.) | OLN | ISSUED | EXPIRES | CITED ☐Y ☐N |

| DAMAGE OCCURRED ON | PRIVATE PROPERTY   WITHIN THE INTERSECTION |

IF NOT IN INTERSECTION _____ FEET   ☐W ☐N ☐S ☐E   (LIST NEAREST INTERSECTION)

| CITY VEHICLE YR. | MAKE | MODEL | LIC. NUMBER | CITY ID NO. | VEH. TOWED ☐NO ☐YES | TOWED BY |

| OPERATING ☐ | PARKED ☐ | NON-CONTACT ☐ | DISCOVERED ☐ | FIXED OBJECT STRUCK ☐NO ☐YES   DESCRIBE: |

OTHER UNIT

| DRIVER OF OTHER VEHICLE (LAST, FIRST, M.) | ADDRESS |

| PHONE | OLN | ISSUED | EXPIRES | INJURED | INSURANCE COMPANY |

| OWNER OF VEHICLE/PROPERTY (LAST, FIRST, M.) | ADDRESS |

| PHONE | INSURANCE CO. | VEH. YR. | MAKE | MODEL | LIC. NO. |

| OTHER UNIT. | OPERATING ☐ | PARKED ☐ | NON-CONTACT ☐ | HIT & RUN ☐ | PROPERTY ☐ | NONE ☐ |
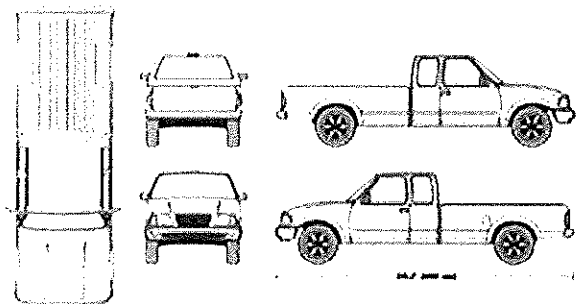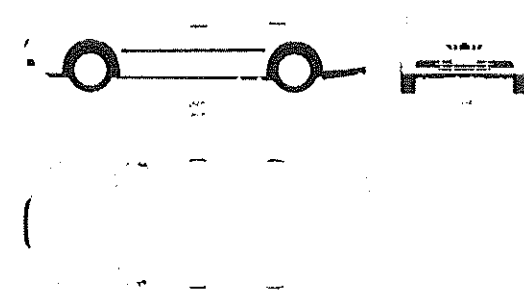
DESCRIBE INCIDENT:

| PHOTOGRAPHS ☐NO ☐YES BY: | EMPLOYEE SIGNATURE | SUPERVISOR SIGNATURE |

CITY UNIT

DAMAGE TO CITY VEHICLE (CIRCLE DAMAGED AREA/ADD DETAILS AS NECESSARY):

Ford F-Series 150

Honda Accord (1997)

OTHER UNIT

DESCRIBE DAMAGE TO OTHER VEHICLE:

P18-004

Rev. 02/05/17

DRIVER/PASSENGERS/WITNESSES NAME	ADDRESS	PHONE	AGE	INJURED	P/O**
DRIVER.					

*1-FATAL 2-SERIOUS 3-MINOR 4-NO VISIBLE 5-NONE 6-N/A
**P-IN POLICE VEHICLE   O-IN OTHER VEHICLE   W-WITNESS

TO BE COMPLETED BY SUPERVISOR: This form must be filed with the Vehicle Maintenance Center. Copies of this form must be submitted to the Finance Department and the Law Department per Policy No. 203 within five days of the incident.

CHECK APPLICABLE BOXES

☐   DAMAGE CAUSED BY A TRAFFIC ACCIDENT ON A STREET OR ALLEY

☐   BODILY INJURY

☐   DAMAGE TO PRIVATELY OWNED PROPERTY OR VEHICLE

☐   MORE THAN ONE MOVING CITY VEHICLE

☐   EXTENUATING CIRCUMSTANCES (SPECIFY) _____

IF ANY OF THE ABOVE ARE CHECKED, THEN AN OH-1 IS REQUIRED.

SUPERVISOR'S COMMENTS: _____

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Rev. 02/05/17

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

_____6·26·18_____
Date

Mark Schwieterman
City Manager

Issued:

_____4·26·18_____
Date

Sara E. Mills Klein
Director of Human Resources

— *Reviewed 05/18..*