



PA TURNPIKE COMMISSION POLICY

This is a statement of official Pennsylvania Turnpike Policy

NUMBER: 5.01

APPROVAL DATE: 06-21-2011

EFFECTIVE DATE: 07-06-2011

REVISED DATE: 05-17-2011

POLICY SUBJECT:

Employee Accident Review
and Disciplinary Program

RESPONSIBLE DEPARTMENT:

Traffic Engineering and Operations

A. PURPOSE:

This policy letter governs the review and disciplinary processes for all employees involved in accidents while operating Commission-owned vehicles and equipment.

B. SCOPE:

All Commission employees are covered by this policy and are responsible for knowing its contents and following its terms.

The Accident Review Board (for Union employees excluding Local 30 Supervisory) and the Accident Review Committee (for Management and Local 30 Supervisory) have the authority to review all accidents involving the operation of Commission equipment for purposes of assessing training and practices. Discipline for accidents will be determined by the Disciplinary Board (for Union employees including Local 30 Supervisory) and the Disciplinary Review Committee (for Management level employees).

C. GENERAL POLICY:

The Pennsylvania Turnpike Commission's Policy Letter 6.4 (PTC Vehicle Policy) and Driver's Manual encompass the Commission's rules concerning the operation, care, and maintenance of vehicles assigned to employees.

Any accident involving Commission personnel, vehicles, or equipment resulting in personal injury or property damage shall be reported immediately as directed by the procedures of Traffic Engineering and Operations Department.

Violation of this policy, the accident reporting procedures or the Driver's Manual may result in appropriate disciplinary action, up to and including, termination.

D. DEFINITIONS:

Applicable Laws – Pennsylvania Vehicle Code, Title 75, as amended.

E. PROCEDURES:

The Traffic Engineering and Operations Department will develop, maintain, and revise, as necessary, the procedures for reviewing accidents to Commission-owned vehicles and equipment.

1. Accident Review Board (Bargaining Unit Employees) will consist of the following:

Chairman	Director of Traffic Engineering and Operations or Designee
Vice Chairman/Secretary	Director of Human Resources/Labor Relations or Designee
Member	Director of Maintenance or Designee
Member	Director who supervises the individual
Member	Manager of Customer and Employee Safety and appropriate staff
Member	Two Union Representatives/Maintenance ¹ (Local 77 and 250)

Meetings of the Accident Review Board will be held on a monthly basis.

Prior to each meeting, the Traffic Engineering and Operations Department shall reproduce and summarize all material received for consideration by the Accident Review Board. To provide review time, copies of the material will be distributed to the Equipment Operations Manager and Director of Human Resources in advance of the meeting.

The Accident Review Board will determine if the incident should be forwarded to the Disciplinary Review Board for possible discipline.

2. Accident Review Committee (Non-Bargaining Unit Employees) will consist of the following:

Chairman	Director of Traffic Engineering and Operations or Designee
Member	Director of Human Resources/Labor Relations or Designee
Member	Director of Maintenance or Designee
Member	Director who supervises the individual
Member	Manager of Customer and Employee Safety and appropriate staff

Meetings of the Accident Review Committee will be held on a monthly basis.

Prior to each meeting, the Traffic Engineering and Operations Department shall reproduce and summarize all material received for consideration by the Accident Review Committee. To provide review time, copies of the material will be distributed to the Equipment Operations Manager and Director of Human Resources in advance of the meeting.

The Accident Review Committee will determine if the incident should be forwarded to the Disciplinary Review Committee for possible discipline.

3. Disciplinary Board (Bargaining Unit Employees) will consist of the following:

Chairman	Chief Executive Officer or Designee
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¹ To review only those accidents involving bargaining unit employees

Member	Director of Human Resources/Labor Relations or Designee
Member	Director of Traffic Engineering and Operations or Designee
Member	Manager of Customer and Employee Safety and appropriate staff
Member	Director who supervises individual may attend and vote on subordinate disposition if he/she desires.

The Director of Traffic Engineering and Operations (or a designee) will present these cases, and the Disciplinary Board will impose disciplinary action in accordance with the provisions set forth in the collective bargaining agreements currently in effect.

The Disciplinary Board may elect not to impose disciplinary action based on the following mitigating circumstances:

- Any employee who has not been involved in a vehicle or equipment accident within the prior five (5) years.
- Any employee who has had an accident that does not involve physical damage exceeding a predetermined amount. Appropriate action will be taken pertaining to this situation in accordance with the current Labor Union Agreement.

4. Disciplinary Review Committee (Non-Bargaining Unit Employees) will consist of the following:

Chairman	Chief Executive Officer or Designee
Member	Director of Human Resources/Labor Relations or Designee
Member	Director of Traffic Engineering and Operations or Designee
Member	Chief Counsel or Designee
Member	Director or Designee who supervises individual involved in accident
Member	Manager of Customer and Employee Safety and appropriate staff

Meetings of the Disciplinary Review Committee will be established by the Chairman. The Director of Traffic Engineering and Operations will present the cases, and the Disciplinary Review Committee will impose disciplinary action as considered necessary.

The Disciplinary Review Committee may elect not to impose disciplinary action based on the following mitigating circumstances:

- Any employee who has not been involved in a vehicle or equipment accident within the prior five (5) years.
- Any employee who has had an accident that does not involve physical damage exceeding a predetermined amount.

5. Appeal Process

Disciplinary Board

Appeals from the Disciplinary Board will proceed according to the grievance procedure in the applicable union agreement.

Disciplinary Review Committee

Employees affected by decisions of the Disciplinary Review Committee may file a written appeal to the Committee provided they can produce additional evidence that would result in a reversal of the discipline issued. Such appeal must be presented to the Committee within ten (10) work days of the issuance of discipline.

6. Record Keeping

Appropriate records must be maintained by the Department of Human Resources; the Traffic Engineering and Operations Department; Risk Management and other departments supervising employees.

This Policy Letter supersedes all previous Policy Letters on this subject.