



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: 02-06-2018

POLICY SUBJECT:

Employee Crash/Incident
Review and Disciplinary
Program

RESPONSIBLE DEPARTMENT:

Human Resources

A. PURPOSE:

This policy letter governs the review and disciplinary processes for all employees involved in crashes/incidents while operating Pennsylvania Turnpike Commission (PTC)-owned vehicles and equipment, rental vehicles, and employee-owned vehicles (if employee receives monthly payment for vehicle allowance).

B. SCOPE:

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

The Crash/Incident Review Board ("Board") has the authority to review all crashes/incidents involving the operation of Commission-owned vehicles and equipment, rental vehicles, and employee-owned vehicles used while on Commission business for purposes of assessing training and practices and determining discipline for crashes/incidents for Bargaining Unit and Management employees. This Board is referred to as the Accident Review Board in some PTC Collective Bargaining Agreements.

C. GENERAL POLICY:

The PTC's Policy Letter 6.04 (PTC Vehicle Assignment and Use Policy) and Driver and Procedures Manual encompass the PTC's rules concerning the operation, care, and maintenance of vehicles assigned to employees.

Any crash/incident involving Commission personnel, vehicles, or equipment resulting in personal injury or property damage shall be reported immediately as directed by the procedures of the Human Resources Department.

Violation of this policy and the Crash/Incident Reporting and Administrative Procedures may result in appropriate disciplinary action, up to and including, termination.

D. DEFINITIONS:

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

Collective Bargaining Agreement – The collective bargaining agreement in effect at the time between the Commission and any certified collective bargaining representative.

E. CRASH/INCIDENT REVIEWS:

The Human Resources Department will develop, maintain, and revise, as necessary, the procedures for reviewing crashes/incidents involving Commission-owned vehicles and equipment, rental vehicles, and employee-owned vehicles used while on Commission business.

The Board will review crashes and incidents for all employees (Bargaining Unit and Management). The Board will consist of the following members:

Chair	Manager of Employee Safety or Designee
Vice Chair/Secretary	Director of Human Resources or Designee
Member	Labor Relations
Member	Director of Maintenance or Designee
Member	Director who supervises the employee involved in crash/incident*
Member	Director of Traffic Eng and Ops or Designee and appropriate staff
Member	One representative from each of the two local unions (Local 77 and 250)**

* Each department will have a designated individual who will be notified of his/her required attendance prior to a Board meeting.

** Union Representatives not needed for crash/incident review regarding Management employees.

Meetings of the Board will be held monthly, if needed.

Prior to each meeting, the Human Resources Department shall reproduce and summarize all material received for consideration by the Board. To provide review time, copies of the material will be distributed to the Board members (and PTC Chief Counsel) in advance of the meeting.

The Board shall convene and conduct fact gathering proceedings for Bargaining Unit and Management cases separately. Following the fact gathering proceedings for Bargaining Unit employees, the Board shall dismiss Union representatives, then conduct fact gathering proceedings regarding Management employees. The Board will then deliberate and impose disciplinary action as considered necessary. In the circumstances of a Bargaining Unit employee, the Board shall impose disciplinary action in accordance with the provisions set forth in the Collective Bargaining Agreement.

The factors the Board will consider when determining disciplinary action include, but are not limited to, the following:

- 1) Severity of the crash/incident (number of vehicles/equipment, amount of damage, injuries sustained, etc.).
- 2) Number of previous infractions (crashes/incidents) in employee's driving history.
- 3) The preventive measures that the employee could have possibly taken.

F. Appeal Process

Management employees affected by decisions of the Board may file a written appeal to the Board provided they can produce additional evidence that would result in a reversal of the discipline issued. Such appeal must be presented to the Board within 10 work days of the issuance of discipline. Bargaining Unit employees should appeal using the grievance provisions of their Collective Bargaining Agreement.

G. Record Keeping

Appropriate records must be maintained by the Department of Human Resources (Employee Safety Unit) and Risk Management.

H. Administration of Policy and Procedures

Supervisors, Managers, and Department Heads are responsible for initiating disciplinary action if an employee fails to follow this Policy Letter.

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