
 <p style="text-align: center;">GENERAL ORDER</p> 	SERIES	NUMBER	EFFECTIVE DATE
	301	1	December 28, 1979
SUBJECT		DISTRIBUTION	
Vehicle Operation and Maintenance		B	
		ORIGINATING UNIT	
		PDD	

The purpose of this order is to establish policy and outline procedures for the operation and care of departmental vehicles and assigned equipment. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. Use.
- B. Inspection.
- C. Maintenance.
- D. Damage.
- E. Activity Reports.
- F. Civilian Operators.

PART II Responsibilities and Procedures for Special Assignment Personnel

- A. Station Clerks.
- B. Vehicle Maintenance Coordinators.

PART III Responsibilities and Procedures for Supervisory and Command Personnel

- A. Supervisors.
- B. Commanding Officers.
- C. Director, Office of Finance and Management.
- D. Director, Fleet Management Division.
- E. Technical Services Officer.

PART I

A. Use.

1. General Operating Responsibilities.
 - a. Each member shall have in his/her possession, when operating a departmental vehicle a valid operator's permit or license issued by the jurisdiction in which he/she resides. Members shall report any change in status of their issued operator's license such as suspension or revocation immediately to their commanding officer. Under no circumstances shall a department vehicle be operated by a member who does not possess a valid operator's permit.

(Revised 11/3/86)

- b. Members operating departmental vehicles shall give their full time and attention to the operation of that vehicle and shall comply with all applicable traffic regulations.
- c. Every person riding in the front or rear seat of any motor vehicle authorized by the Mayor or his designated agent to be utilized by this department, shall fasten about himself/herself protection and shall keep such belt or safety harness fastened while the vehicle is being operated.
- d. Only personnel assigned to the vehicle are authorized to ride in it, except that:
 - (1) Members, not assigned to the vehicle, may ride in same:
 - (a) When authorized by an official of higher rank;
 - (b) In case of an emergency; or
 - (c) If they are on official police business.
 - (2) Civilians may ride:
 - (a) When authorized by general order;
 - (b) In case of an emergency; or
 - (c) If they are on official police business.

2. Members assigned to a departmental vehicle shall be held accountable for the vehicle's care and operation, to include:

- a. The manner in which it is operated;
- b. Daily inspection;
- c. Refueling the vehicle upon completion of their tour of duty;
- d. Cleanliness;
- e. The safeguarding of the vehicle as well as its assigned equipment; and
- f. Routine preventive maintenance (i.e., ensuring that fluid levels are maintained, that tires are properly inflated, and that the various safety devices are in working order). The following is a list of fluid levels that shall be checked: (Most of the parts that house the fluids are marked in red).

- (1) Battery water;
- (2) Oil;
- (3) Power steering fluid;
- (4) Transmission fluid;
- (5) The fluid in the recovery tank; and
- (6) Windshield washer fluid.

3. Patrol wagons shall be utilized primarily for the transportation of prisoners; however, when not engaged in such transportation, members operating patrol wagons shall maintain constant patrol within their assigned area and shall be subject to calls from the radio dispatcher or other competent authority for police service.

- a. The member(s) assigned to the patrol wagon shall not permit persons, other than members of the force and those in custody, to ride in the patrol wagon and shall permit no one to ride on the steps thereof.
- b. No more than ten persons shall be transported at any one time in the carrier portion of a patrol wagon.
- c. When two (2) or more members are present and it is practicable, a member who is operating a patrol wagon in reverse shall only do so with the assistance of the other member who shall be positioned outside of the patrol wagon to direct the driver.

4. Members assigned to radio equipped units shall maintain constant patrol within their assigned area.

5. Miscellaneous Operating Procedures.

a. Use of Battery Booster Cables.

(1) Heavy-duty battery booster cables are assigned to each departmental vehicle designated in Attachment "A" of this order. The use of these cables shall be governed by the following policy:

- (a) The cables shall be used to start departmental vehicles.
- (b) The cables may be used to assist motorists in restarting vehicles stalled in traffic lanes or intersections when such vehicles create traffic hazards or congestion.
- (c) The cables may also be used to assist motorists in other type situations (not creating traffic hazards or congestion), provided that a vehicle with cables

is readily available and provided that such assistance will not interfere with or hamper other primary police functions.

(d) When using cables, units shall place themselves out of service for a period not to exceed 10 minutes and vehicle's radio shall be turned off.

(2) The following procedures shall be employed when using battery booster cables:

(a) Remove the vent caps from both batteries and check the fluid levels. Leave the caps off while jump-starting the vehicle.

(b) Place a cloth over the batteries vent holes, if one is available.

(c) Connect the red clamp to the positive terminal (+) on each vehicle.

(d) Connect the black clamp to the negative terminal (-) of the starting vehicle and to the frame of the stalled vehicle.

(3) Additional safety points:

(a) Only jump-start four-wheel vehicles which have batteries of equal voltage. All police vehicles, other than scooters, are equipped with 12-volt electrical systems. The 6 and 12-volt systems can be distinguished by looking at the battery. The 6-volt system has 3 openings which are covered by caps. The 12-volt system has 6 openings. Failure to properly connect the battery booster cables will damage the alternator and may cause the battery to explode; therefore, if you cannot distinguish the positive terminal (+) from the negative terminal (-) on either battery, do not use the battery booster cables.

(b) Four-wheel vehicles shall not be used to jump-start two-wheel vehicles.

b. Pushing Disabled Vehicles.

(1) Only vehicles equipped with push bumpers shall be used to push stalled or disabled sedans and station wagons which are creating either traffic congestion or potentially dangerous conditions.

(a) Such assistance shall be rendered only to the extent necessary to alleviate the congestion or condition.

(b) Scout cars and cruisers shall not be used to push any vehicles.

(2) Before a disabled vehicle is pushed, the departmental driver shall ensure that:

(a) The disabled vehicle is not equipped with an emergency absorbing bumper (i.e., the spring type bumpers on later models). If it is or there is uncertainty as to whether or not it is so equipped, the disabled vehicle shall not be pushed;

(b) The disabled vehicle's gearshift is in the neutral position;

(c) The emergency brake is not engaged;

(d) A licensed driver is in the disabled vehicle; and

(e) The gearshift of the departmental vehicle is in the lowest forward gear position.

c. Parking Vehicles.

(1) When parking a departmental vehicle for routine reasons, members shall:

(a) Turn off the radio or if portable, remove it and place it in its carrying case;

(b) Place the gearshift in the park position;

(c) Remove the ignition key;

(d) Set the emergency brake;

(e) Close the windows; and

(f) Lock the vehicle.

(2) In other than routine cases, where the vehicle is not equipped with a portable radio, the ignition key shall be removed, windows closed, and the vehicle may be left unlocked.

- (3) All vehicles shall be parked in conformity with the traffic regulations. In emergency cases, departmental vehicles may be parked in violation of the traffic regulations. However, once the emergency ceases, vehicles shall be parked properly.

d. Refueling Vehicles.

Under certain conditions, it is possible for gasoline fumes to seep into a vehicle's trunk. If such an event occurs and the radio transmitter is activated, the possibility of an explosion exists. Therefore, the following procedures shall be followed whenever a department vehicle is refueled:

- (1) Place the vehicle out of service (not to exceed 15 minutes unless authorized by an official).
- (2) Turn the radio off.
- (3) Turn the motor off.
- (4) Persons equipped with portable radios shall abstain from transmitting in the immediate area of a gasoline pump.
- (5) Members shall not smoke or carry any open flame near gasoline pumps.
- (6) Members shall not place gas caps, newspapers, etc. or other devices, behind the nozzle handle control lever to allow fuel to be dispensed without benefit or automatic shut off.

e. Washing Vehicles.

- (1) Departmental vehicles shall be washed according to the following schedule:
 - (a) All marked vehicles, except trucks and buses, once every two weeks.
 - (b) Patrol wagons, truck, buses and all other departmental vehicles, once a month.
 - (c) Any deviation from this schedule shall be specifically authorized by the unit watch commander after an evaluation of need on a case by case basis. Administrative lieutenants are charged with the responsibility of closely monitoring the washing of vehicles within their respective organizational units.

(2) Operators of marked units equipped with bar lights, using car wash facilities that utilize overhead brushes shall:

(a) Advise the car-wash management to raise or adjust the brushes as the vehicle passes through this phase of the car wash, to prevent bracket damage to the bar lights.

(b) In the event of damage to the vehicle submit a PD Form 43 (Report of Damage to or Loss of Uniform or Equipment) explaining such damage or deficiencies to the vehicle, to his/her commanding officer prior to the end of his/her tour of duty.

(3) A supply of PD Forms 188 (Car Wash Contract Form) shall be kept in all department vehicles for use by members of the department when they utilize car wash facilities. Members using such facilities shall:

(a) Initiate PD Form 188 in triplicate;

(b) Leave only the original and one copy with the car wash facility; and

(c) Affix the cash register receipt to the third copy of the PD Form 188 and submit to the administrative lieutenant of their organizational element, who shall forward it to the Office of Finance and Resources Management for payment.

B. Inspection.

1. Policy.

Members assigned to a departmental vehicle shall conduct a vehicular inspection upon assuming control of the unit. Unrecorded damage or deficiencies shall be reported immediately to an official who shall investigate the matter and where appropriate, affix responsibility for such damage or deficits. Unless investigation reveals otherwise or detection or recorded damage or deficiencies is noted during vehicular inspection at the beginning of a tour of duty, damage or deficiencies shall be deemed as having occurred at the time of detection.

- a. Members discovering damage to departmental vehicles shall complete the "Damage Notification" section of the PD Form 775 (Daily Vehicle Inspection and Activity Report) and provide the name of the official notified of the damage, date, time and complaint number.

- b. Complaint numbers shall only be entered when reports are required according to departmental directives.
2. Acceptance of New or Reassigned Vehicles.
 - a. When a new or reassigned vehicle is transferred to an organizational element, a member from the Fleet Management Division (FMD) and a member from the affected element shall conduct a thorough inspection of the vehicle. The results of the inspection shall be noted on PD Form 775-A (Weekly Vehicle Inspection Check List) which shall be prepared in duplicate (see Attachment "C" of this order).
 - b. In the "Remarks" section of PD Form 775-A, the following shall be listed:
 - (1) Deficiencies for which specific spaces have been provided.
 - (2) The Vehicle Identification Number.
 - (3) Name of the FMD employee who prepared the form.
 - c. If any of the items listed on the PD Form 775-A are damaged or malfunctioning, the official then in charge of the FMD shall be notified before delivery of the vehicle is made. Thereupon, it shall become his/her responsibility to decide whether the repairs should be performed before or after issuance of the vehicle.
 3. Daily Inspection.
 - a. At the beginning of each tour of duty, members assigned to mobile units and scooters shall initiate PD Form 775 (Daily Vehicle Inspection and Activity Report) by completing sections A, B, and C.
 - b. The PD Form 775-B (Vehicle Equipment List) identifies the equipment and supplies normally assigned to the vehicle. All items recorded on the form shall be carried in the vehicle at all times. Except when an extra car is used, equipment may not be interchanged.
 - c. A vehicle inspection shall be conducted by each member whenever he/she assumes control of a vehicle. When two members are assigned to a vehicle, the driver is primarily responsible for the vehicle. The second officer's responsibility is to assist the driver in complying with all applicable requirements.

- d. While assigned to, or operating a departmental vehicle, members shall be held accountable for the equipment assigned to the unit. If the vehicle is found to be damaged or unfit for service, a notation shall be entered on the PD Form 775, and an official immediately notified.
- e. Vehicles shall be equipped with disposable blankets which are available through normal supply channels.
- f. A used fire extinguisher shall be taken to the Property Division Warehouse and exchange for a charged extinguisher.
- g. Expended equipment or supplies shall be replaced before the member is relieved from duty, whenever possible.
- h. Any loss of equipment or damage to the vehicle or its equipment shall be reported on PD Form 43. When the investigation reveals that the loss or damage occurred as a result of negligence, carelessness or neglect, repairs or replacement may be affected at the member's expense. This shall not preclude commanders from taking appropriate disciplinary action.

C. Maintenance.

1. Preventive Maintenance.

- a. The FMD established the mileage and/or time increments at which vehicles shall be presented for preventive maintenance and inspections. Once such notification is published, commanding officers shall be responsible for ensuring that the vehicles are presented for such inspections.
- b. An annual lubrication schedule designating allotted times for the lubrication of vehicles of various organizational elements in the department shall be prepared by the Fleet Management Division.

2. Request for Maintenance.

- a. A vehicle maintenance coordinator shall be designated by the element commander to handle and coordinate inspections and repair requests to vehicles assigned to his/her commands.
- b. Whenever a member believes that the vehicle he/she is operating needs repairs or service, he/she shall immediately contact the element's vehicle maintenance coordinator or an official who will evaluate the repair request.

- c. The vehicle maintenance coordinator or the official evaluating the request for repairs shall consider, but not be limited to the:
 - (1) Nature and urgency of the request;
 - (2) Possible hazards if repairs are delayed;
 - (3) Feasibility of having repairs effected by an outside contractor, as prescribed in Part IC3; or
 - (4) Immediate requirements or his/her organizational element.
 - d. If the vehicle maintenance coordinator or the evaluating official decides that the repairs cannot be performed by an outside contractor or that the required repairs should be affected immediately for safety reasons, he/she shall sign PD Form 415 (Vehicle Repair Request) certifying that he/she has inspected the vehicle and authorized the repair request.
 - e. Unless the FMD has ordered or scheduled a vehicle for service or repairs, the vehicle shall not be presented to a repair facility without the approval of the certifying official or the organizational element's vehicle maintenance coordinator.
 - f. When the Vehicle Maintenance Shop is closed, vehicles needing repairs shall not be brought or left there.
 - g. When a canine cruiser is delivered to the FMD or a repair facility for repairs or service, the dog handler shall leave his/her animal at the district's kennel facility.
 - h. When a supervisory cruiser, equipped with a shotgun, is to be left at the Vehicle Maintenance Shop for repairs, the shotgun shall be removed prior to responding, and stored in a secure place at the facility to which the vehicle is assigned until such time as the vehicle is returned.
3. Commercial Repair Services for Vehicles.
- a. During hours when the Vehicle Maintenance Shop is open, authorization for services and repairs must be obtained from the official in charge of the Fleet Management Division. During other times, the authorization for service and repairs must be obtained from an official of the organizational element to which the operator is assigned.

- b. Operators of vehicles requiring emergency services or repairs, upon proper authorization, may use approved commercial facilities located in the district in which the emergency occurs, provided that the total cost of the service performed does not exceed \$75.00. Some examples of repairs and services which may be obtained at commercial facilities are:

- (1) Replacement of radiator hoses and fan belts;
- (2) Purchase of engine and transmission oil. This does not include a complete oil change or lubrication;
- (3) Replacement of light bulbs and fuses;
- (4) Repair of flat tires, but not the changing of tires;
- (5) Mounting and removal of snow chains.

NOTE: The FMD shall issue a teletype message, as the need arises, announcing the maximum fee for these services. No repairs to chains are authorized.

- c. It shall be the responsibility of the member contracting for emergency repairs or services to initiate a PD Form 211 (Motor Vehicle Maintenance Work Order-Outside Contractor).
- d. Contractor repairs must be performed at those facilities which have been approved by the FMD. Under unusual or emergency conditions, repairs may be affected at other facilities, provided the commanding officer specifically approves such repairs.
- e. Vehicles shall not be left unattended any of these facilities and the driver shall observe the entire repair process.
- f. Contractors who desire to participate in this program must apply to the commanding officer of the district in which their business is located. The application shall provide at least the following information.
- (1) Name and address of the business,
 - (2) Days and hours of operation,
 - (3) Type of repairs (mechanical, accident, or both), and
 - (4) Owner's/manager's name and telephone number.

- g. District commanders can recommend approval, disapproval and/or removal from selection or active participation on the contractors list. All such requests with recommendations shall be forwarded to the Director, Fleet Management Division, for appropriate action.
 - h. Requests shall be forward with recommendations to the FMD who shall have the responsibility making a detailed inspection of the facility and making the determination as to whether such applications shall be approved or disapproved.
 - i. If the facility meets departmental requirements, upon approval of a request to participate, a file will be established at the FMD. The file shall contain all pertinent information relative to the business and shall be used to document complaints of inadequate service.
 - j. Information on approved facilities including the information needed to complete the PD Form 213 (Authorized Contract Repair Facilities) shall be forwarded by the Director, FMD to the Safety Management Unit, Planning and Development Division to ensure appropriate revisions to the PD Form 213.
 - k. A list of approved contractors is available in the WALES computer system and may be retrieved from the system by using the "ADM/REPR" entry code.
4. Transportation of Disabled Motor Scooters/Motorcycles.
- a. When a motor scooter/motorcycle becomes disabled on the street, the operator shall notify his/her supervisor who shall arrange for the element's motor scooter/motorcycle trailer to be dispatched to the scene. Motor scooter/motorcycles shall not be transported in patrol wagons.
 - b. If the motor scooter/motorcycle is to be transported to the FMD, the operator shall complete a PD Form 415 (Vehicle Re-pair Request) to accompany the vehicle and notify his/her unit's vehicle maintenance coordinator or an official who shall proceed as outlined in Part IC2 of this order.

D. Damage.

- 1. Traffic Accidents.
 - a. When a member is involved in an accident while operating his/ her assigned vehicle regardless of the damage, he/she shall immediately request an official to respond to the scene.

- (1) If directed by an official, the member shall report the incident to a member of the Accident Investigation Unit, Special Operations Division, and
 - (2) Notify the Administrative Branch, Fleet Management Division as soon as possible, but no later than 0900 hours on the next business day.
- b. In addition to the foregoing notifications, the following reports shall be prepared and submitted as a package to the Fleet Management Division, within fifteen (15) days.
- (1) PD Form 43 (Report of Damage to or Loss of Uniform or Equipment).
 - (a) PD Form 43 shall be prepared for all accidents, whether damage was sustained to a departmental vehicle or not.
 - (b) It shall serve as the reporting medium by which the commanding officer recommends whether the accident was preventable or non-preventable.
 - (2) PD Form 119 (Complainant/Witness Statement), if any.
 - (3) PD Form 10 (Traffic Accident Report), prepared by member of the Accident Investigation Unit, Special Operations Division.
 - (4) Form CC-3 (District of Columbia Vehicle Accident Report).
 - (5) PD Form 42 (Stick or Injury Report), if applicable.
 - (6) PD Form 839 (Supervisor's Report of Accident). (See Attachments "D" and "E" of this order).
 - (7) DPW Form 40-1 (Safety Responsibility Form). The words "GOVERNMENT VEHICLE" shall be entered in the section entitled "Information About Your Automobile Insurance."
- c. When vehicles are involved in accidents while on emergency runs, every effort shall be made to obtain the names and addresses of uninvolved witnesses who could testify to the fact that emergency warning signals were in use prior to the accident.

2. Damage not the result of a Traffic Accident.
 - a. Damage sustained to vehicles, other than traffic accident shall immediately be brought to the attention of an official and the FMD shall be notified as soon as possible but no later than 0900 on the next business day.
 - b. A PD Form 43 shall be prepared and submitted to the FMD within 15 days.
3. Estimate Procedures.
 - a. If a departmental vehicle has sustained accident or other damage, it shall be the responsibility of the investigating official to obtain three written estimates of reported damage from authorized contract facilities. Vehicles that are not driveable, shall be towed to the Vehicle maintenance Shop, at that time it becomes the responsibility of the FMD to obtain the required estimates.
 - b. Estimates and repairs may only be obtained from facilities previously approved to repair departmental vehicles and located within the confines of the reporting district unless none is available, in which case the closest authorized facility shall be utilized.
 - c. All estimates shall accompany the damage vehicle to the FMD within five days of occurrence for evaluation and repair authorization.
 - (1) If adjustments in repair estimates are required, it shall be responsibility of the FMD to adjust the charges and bring them into conformity with industry standards.
 - (2) If the repair estimates are deemed to be excessive and adjustments cannot be made, the FMD shall the authority to order or obtain new estimates.
4. Repair Procedures.
 - a. A vehicle which has been damaged shall not be repaired until specific authority for such repairs has been granted by the Fleet Management Division.
 - (1) Upon receipt of such authorization, a member from the organizational element to which the vehicle is assigned shall drive it to the specified repair facility.
 - (2) If the vehicle cannot be driven, the FMD shall be responsible for transporting the vehicle to the designated facility.

- b. The person transporting the vehicle to the repair facility shall be responsible for having the microphone transmitter and other equipment assigned to the vehicle removed from the vehicle before it is left with the contractor.
- c. When the vehicle has been repaired, a member from the organizational element to which the vehicle is assigned shall retrieve the vehicle, unless prior arrangements have been made with the repair facility to deliver the vehicle to the FMD.
 - (1) The vehicle shall then be driven to the FMD for a post mechanical inspection and an examination of the effected repairs.
 - (2) The original of the repair invoice shall be brought with the vehicle.
 - (3) The inspection shall be conducted **before** the unit is placed in-service.
 - (4) The microphone transmitter and equipment shall then be replaced.
- d. The foregoing procedures shall not apply when a vehicle is sent to a repair shop by the FMD.

E. Activity Reports.

- 1. The PD Form 775 shall be used by all members below the rank of Inspector for reporting vehicle activities.
- 2. No information shall be entered on the PD Form 775 which, if divulged, would adversely affect the successful completion of an investigation, or would in any manner endanger or disclose a confidential source.

F. Civilian Operators

Each civilian employee of this department who operates a District Government vehicle as either a requirement for employment or incidental to their duties shall obtain a D.C. Government Employee Motor Vehicle Driver's License, issued by the Bureau of Motor Vehicles Services. Civilian employees applying for this license shall be guided by the following:

1. Requirements.
 - a. Applicants shall be at least 18 years of age; 21 years of age if operating a bus.
 - b. Applicants shall possess a motor vehicle operator's license/ permit from the jurisdiction in which they reside (e.g., Maryland, Virginia or the District of Columbia).
2. Issuing and obtaining an OOSH Form 131 "Driver Identification Card."
 - a. Applicants shall obtain the form "Application For A License To Operate Government Owned or Leased Vehicles" from the Vehicle Skills Training Section, Training Division, who will certify that the applicant has completed the required training course. The Vehicle Skills Training Section will maintain a supply of the application form at their facility at 2001 East Capitol Street, S.E., Room 15. Applicants must possess proper identification to enter the facility. (Note: Applicants who have not received the required training should contact Vehicle Skills Training Section to schedule the 8 hour class.)
 - b. Applicants shall have their supervisor execute the portion of the application requesting that the applicant be examined and issued a license.
 - c. Applicants shall obtain a copy of their traffic record from their state (licensed jurisdiction) and submit the application and traffic record for approval to the Chief, Bureau of Motor Vehicle Services (BMVS), 301 C Street, N.W., room #1157, window #7.
 - d. Applicants must be able to present a valid driver's license from the jurisdiction in which they live.
 - e. Applicants must certify that they do not have a driver's license from more than one jurisdiction.
 - f. Applicants must also certify that their driver's license and driving privileges are not suspended, revoked, canceled, or refused by any jurisdiction.
 - g. When it has been determined that the applicant has satisfied all requirements, the Chief (BMVS) shall indicate on the license the type or general class of vehicle(s) the licensee shall be permitted to drive.

3. Employees shall be responsible for immediately notifying their supervisor of the following:
 - a. When a "Driver's License" is lost, stolen or defaced.
 - b. All accidents and/or moving violations in which they are involved while on duty or while operating a vehicle while off duty that is owned or leased by the city.
 - c. Any medical problem that may affect the ability of the employee to operate departmental vehicles in a safe manner.
 - d. Any change in the status of their jurisdictional permit/ license such as a suspension, revocation, cancellation, or any action that may result in the loss of their driving privileges.
4. Cancellation/Revocation/Revocation.
 - a. An employee's driver's license shall be canceled upon:
 - (1) Termination or transfer to non-driving position.
 - (2) When an employee suffers a permanent disability that affects their ability to drive safely.
 - b. An employee's driver's license shall be suspended upon:
 - (1) Suspension or revocation of their jurisdictional motor vehicle operator's license/permit.
 - (2) When an employee suffers a permanent disability that affects their ability to drive safely.
 - c. An employee's driver's license shall be revoked upon:
 - (1) Involvement in fatal accident in which the employee is found to be at fault.
 - (2) Conviction of driving under the influence of alcohol or narcotics.
 - (3) A determination by the Chief of Police or the D.C. Safety Officer that the employee has failed to demonstrate reasonable competence for safe driving.

PART II

A. Station Clerks.

Station Clerks shall:

1. When working the 0800-1600 hours tour of duty, make the required notifications prior to 0900 hours of accidents involving departmental vehicles which occurred during the 1600-0800 hours tours of duty to the FDM.
2. Retain a copy of the PD Form 211 (Motor Vehicle Maintenance Work Order-Outside Contractor) and forward three copies to the FMD with the morning papers.

B. Vehicle Maintenance Coordinators.

The Vehicle Maintenance Coordinators shall:

1. Coordinate all inspections, repairs and service requests with the Fleet Management Division.
2. Evaluate all inspections, repairs and service requests by members of their organizational elements.
3. In accordance with Attachment "B" of this order arrange for all four-wheel vehicles assigned to their organizational element (to include confidential or undercover units) to be presented for safety and exhaust emission inspection.
4. Maintain the Organizational Vehicle File.
 - a. The organizational Vehicle File shall be a 2-part file and shall be arranged as follows:
 - (1) Part I:
 - (a) Shall contain the original PD Form 775-A, received when the vehicle was assigned; PD Forms 775-B; PD Forms 43; and other related documents concerning the history of the vehicle while assigned to the element. Part I shall be maintained in a folder for each vehicle in numerical order by unit call number.
 - (b) Shall be separated in sections for scout cars, cruisers, patrol wagons, etc.

(2) Part II:

- (a) Shall contain PD Forms 775 and 775-A, and shall be maintained in a folder for each vehicle in numerical order by unit call number.
- (b) Shall be filed by month in chronological order.
- (c) Shall be separated into sections for scout cars, cruisers, patrol wagons, etc.

PART III

A. Supervisors.

Supervisors shall be responsible for:

1. Promptly investigating and affixing responsibility for all reports of defects, damage, missing equipment or vehicles found to be unfit for service, resulting from the daily inspection by the assigned operators.
2. Submitting a detailed written report, with recommendations, to his/her commanding officer of all incidents regarding damage to vehicles or missing equipment from vehicles assigned to their organizational element.
3. Conducting weekly inspections of every vehicle (and its equipment assigned to their organizational element and submitting a PD Form 775-A to his commanding officer for each vehicle inspected. If discrepancies are noted, supervisory officials shall review prior daily inspection reports if necessary, to affix responsibility and initiate appropriate action.
4. Supervisors shall make periodic checks to prevent officers from making unnecessary out-of-service requests and to ensure that maximum utilization of time and equipment is made. Supervisors shall provide relief operators when necessary.
5. Ensuring that all listed on the PD Form 775 have been submitted and reviewed for content and accuracy of complaint numbers. If the report meets department requirements he/she shall sign the report.
6. Submitting PD Forms 839 (Supervisors Report of Accident) within 48 hours of all reported accidents and/or injuries occurring on duty to the Safety Management Unit, Planning and Development Division.
7. Indicating on the PD Form 43 whether members involved in vehicular accidents have received formal training from the Vehicle Skills Section of the Training Division. If that information is not readily available the official preparing the report shall contact the Vehicle Skills Section, Training Division.

- a. To accomplish this, the appropriate code and date of certification shall be entered immediately under the date line.

EXAMPLE: Date: _____
Cert. Code: DT-3/24/86

- b. The following certification codes shall be used:

- (1) DT-Member is patrol car trained and certified.
- (2) MC-Member is motorcycle trained and certified.
- (3) MS-Member is motor scooter trained and certified.
- (4) DNA-Member is not certified.
- (5) CCD-Civilian certified driver.
- (6) CDU-Civilian uncertified driver.
- (7) CW-Certification withdrawn.

- c. If a member has proficiency and skill to operate more than one type of vehicle, this information shall be indicated as follows:

DT/MS - 3/24/86 (use latest training completion date).

8. Operating vehicles as one-man (10-99) units.

B. Director, Office of Finance and Resource Management.

The Director, Office of Finance and Resource Management shall process all PD Forms 211, upon receipt from the FMD, to ensure prompt payment.

C. Director, Fleet Management Division.

The Director, Fleet Management Division shall be responsible for:

1. Reviewing all PD Form 211's (Motor Vehicle Maintenance Work Order-Outside Contractor) and determining whether the repairs made were reasonable and proper. If the review discloses excessive repairs or services, the Director shall order that the vehicle be brought to the division for inspection.
2. Auditing the costs using Chilton's Flat Rate and Parts Manual, and adjusting all costs which exceed the charges the department will pay.
3. Reviewing all reports of damage to departmental vehicles and handling them according to the provisions of General Order 201.7 (Review Boards).
4. Ensuring that prior to approving requests for participation on the list of outside commercial repair facilities, inspections are made of such facilities and all applicable information on approved facilities is forwarded to the Director, Planning and Research Division.

5. Preparing an annual lubrication schedule designating allotted times for the lubrication of vehicles assigned to various organizational elements in the department.
6. Acting as Recorder on the Motor Vehicle Accident Review Board.

D. Commanding Officers.

Commanding officers shall be responsible for:

1. The efficient utilization of the vehicles assigned to their commands.
2. The care and maintenance of the departmental vehicles and the vehicular equipment assigned to their organizational element to include vehicles utilized as confidential or undercover units.
3. Maintaining vehicles assigned to their command in the cleanest possible condition.
4. Ensuring that their personnel are properly instructed in safe driving habits.
5. The investigation of all damage to departmental vehicles and the loss of vehicular equipment assigned to their element.
6. Appointing a vehicle maintenance coordinator to coordinate and evaluate all inspections, maintenance, service requests and repairs to vehicles assigned to his/her command.
7. Monitoring the status of inoperable vehicles assigned to their element.
8. Ensuring that the Fleet Identification Numbers (shop numbers), license plates, radio call sign decals on departmental vehicles or vehicles used as confidential or undercover units are not altered or inter-changed under any circumstances without notification and approval of the Director, Fleet Management Division who will make the necessary arrangements.
9. Ensuring that all four-wheel vehicles, to include confidential or undercover units, are presented to the FMD for safety and emission inspections in accordance with the schedule in Attachment "B" of this order and all other required inspections.
10. Ensuring that shotguns are removed from supervisory vehicles prior to being left at the Vehicle Maintenance Shop for repairs.
11. Submitting requests to have mobile units classified as confidential or undercover to the Technical Services Officer.

12. Ensuring that all registration cards for vehicles shall be kept at the FMD.

EXCEPTION: In confidential or undercover units the registration shall be kept in the vehicle.

13. Forwarding copies of all outside repair orders and gas and oil reports for confidential vehicles to the Technical Services Officer.

14. Ordering the use (or discontinuance of use) of skid chains on vehicles assigned to their elements.

15. The forwarding, with recommendations, of all requests and/or applications for participation on the list of commercial repair facilities, to the Fleet Management Division.

16. Ensuring that each civilian employee of his/her command, who operates a District Government owned vehicle, had a valid operator's permit issued in the jurisdiction where he/she resides and a District Government Employee Motor Vehicle Identification Card (OOSH Form 131).

17. Preparing and forwarding a written report of recommendations with justifications to cancel, suspend or revoke a civilian employee's Driver Identification Card" (OOSH Form 131) to the Chief of Police, through the Director, Planning and Development Division.

E. The Technical Services Officer.

The Technical Services Officer shall:

1. Ensure that whenever a vehicle is classified as confidential/undercover, special files are designated for keeping maintenance, inventory and other applicable records that are transferred from the regular files at the Fleet Management Division.

2. Ensure that vehicles which have been designated as confidential/undercover units are not repaired at the FMD, unless the Technical Services Officer approves such requests from the element commanding officer.

3. Ensure that vehicular registration or any identifying data for confidential vehicles is regarded as confidential information. The Technical Services Officer may release the confidential information to persons who have a need to know, provided the release is also approved by the affected commanding officer.

//SIGNED//

Maurice T. Turner, Jr.
Chief of Police

MTT:MEA:jt看

Attachments

General Order No. 301.1
(Revised 11/3/86)

ASSIGNMENT OF BATTERY BOOSTER CABLES

Battery booster cables have been assigned to the following department vehicles as part of their standard equipment.

FIRST DISTRICT

Sct. 13
Sct. 19
Sct. 25

SIXTH DISTRICT

Sct. 41 Wag. 57
Sct. 44
Sct. 47
Sct. 49

SECOND DISTRICT

Sct. 84 Wag. 61
 Wag. 62

SEVENTH DISTRICT

Sct. 171
Sct. 174
Sct. 179 Wag. 190
Sct. 183 Wag. 191
Sct. 187
Sct. 189

THIRD DISTRICT

Sct. 86
Sct. 91 Wag. 105
Sct. 94
Sct. 102

SPECIAL OPERATIONS DIVISION

Cru. 403 Cru. 609 Cru. 617
Cru. 404 Cru. 612 Cru. 622
Cru. 600 Cru. 614 Cru. 623
Cru. 605 Cru. 615 Cru. 648
and The SOD Command Bus - Cru. 675

FOURTH DISTRICT

Sct. 119 Wag. 116
 Wag. 117

YOUTH DIVISION

Cru. 500 Cru. 504
Cru. 501 Cru. 505

FIFTH DISTRICT

Sct. 142 Wag. 158
Sct. 143 Wag. 159
Sct. 152
Sct. 156

Attachment "A" to
General Order No. 301.1
(Revised 11/3/86)

SCHEDULE OF SAFETY AND EXHAUST EMISSION INSPECTIONS FOR MPDC VEHICLES

All four-wheel MPDC vehicles shall be inspected by appointment at the Vehicle Maintenance Branch, Fleet Management Division, in accordance with this schedule:

January

First District
Planning and Development Division
Police and Fire Clinic

February

Second District
Labor Relations Division
Office of Equal Employment Opportunity

March

Third District
Office of Personnel Liaison
Identification and Records Division

April

Fourth District
Communications Division

May

Fifth District
Data Processing Division

June

Sixth District
Office of the Chief of Police
The Bureau Heads and
Night Supervisors

July

Seventh District
Training Division
Field Inspections Unit

August

Special Operations Division
Office of the General Counsel
Office of Finance and Management

September

Repeat Offender Project
Traffic Division

October

Internal Affairs Division
Community Relations Division
Morals Division

November

Criminal Investigations Division
Administrative Motor Pool
Intelligence Division

December

Fleet Management Division
Property Division
Youth Division

All motorized two-wheel vehicles shall be inspected at a regular D.C. Inspection Station within fifteen days prior to expiration of the current inspection. Members transporting these vehicles to the D.C. Inspection Station shall first obtain the vehicle registration certificate from the Vehicle Maintenance Shop, Fleet Management Division, and present the certificate to the vehicle inspector with the vehicle.

Attachment "B" to
General Order No. 301.1
(Revised 11/3/86)

Disposable gloves are now required to be kept in all vehicles (Item 722 in the supply catalog) and are available through normal supply channels.

Members shall continue to be responsible for having the following forms in the vehicle for reporting purposes.

PD Form 10	Traffic Accident Report;
PD Form 10C	Safety Responsibility Form Handout;
PD Form 48	Memorandum to Owner of Biting Dog;
PD Form 61B	Citation for Determination of Proper License;
PD Form 61D	Violation Notice;
PD Form 76	Stop or Contact Report;
PD Form 106	Look-out Information;
PD Form 188	Car Wash Contract Form;
PD Form 234	Radio Transmission Code Card;
PD Form 251	Event Report;
PD Form 252	Supplement Report;
PD Form 346	Patrol Officer's Weekly Activity Report;
PD Form 379	Juvenile Reporting Form;
PD Form 775	Daily Vehicle Inspection and Activity Report;
DPW 40-1	Safety Responsibility Form;
DPW 33-40	Official Notice of Proposed Suspension;
UA-377	Police Officer's Telephone Directory;

NOTE: DPW 33-40 was added to this list to eliminate the necessity of members having to return to the station for the purpose of executing the suspension notice.

Attachment C to
General Order No. 301.1

DIVISION AND REPORTING UNIT CODES

(FOR ITEMS 2 AND 3 ON PD FORM 839)

ORGANIZATIONAL ELEMENT	DIVISION	REPORTING UNIT
OFFICE OF THE CHIEF OF POLICE	11	22
OFFICE OF THE GENERAL COUNSEL	11	30
OFFICE OF THE FINANCE MANAGEMENT	11	32
FIELD OPERATIONS BUREAU	33	22
1D	33	01
2D	33	02
3D	33	03
4D	33	04
5D	33	05
6D	33	06
7D	33	07
CRIMINAL INVESTIGATIONS DIVISION	33	20
YOUTH DIVISION	33	40
SPECIAL OPERATIONS DIVISION	33	50
ADMINISTRATIVE SERVICES BUREAU	44	22
COMMUNITY RELATIONS DIVISION	44	10
TRAINING DIVISION	44	20
PERSONNEL PUBLIC SAFETY CLUSTER	44	30
PLANNING AND DEVELOPMENT DIVISION	44	40
POLICE AND FIRE CLINIC DIVISION	44	50
LABOR RELATIONS DIVISION	44	60
DISCIPLINARY REVIEW DIVISION	44	70
TECHNICAL SERVICES BUREAU	55	22
IDENTIFICATION AND RECORDS DIVISION	55	10
COMMUNICATIONS DIVISION	55	20
PROPERTY DIVISION	55	30
DATA PROCESSING DIVISION	55	40
FLEET MANAGEMENT DIVISION	55	50
INSPECTIONAL SERVICES BUREAU	66	22
INTERNAL AFFAIRS DIVISION	66	10
FIELD INSPECTION UNIT	66	20
MORALS DIVISION	66	30
INVESTIGATIVE SERVICES DIVISION	66	40

“Supervisor’s Report of Accident” Instruction and Code Information

(For Items requiring codes – Item 4 through Item 27)

P.D. 839

The Supervisor’s Report of Accident to be used to report all accidents involving operations or activities of the District of Columbia Government regardless of cause, location, degree of injury or damage. It will be used to report; (1) all property damage to equipment, materials and structures, including but not limited to those involving fire and motor vehicles, and (2) personal injuries including occupational disease cases.

The form has been designed so that accidental information can be machine processed. It is important that all accidents be reported so that we will have an adequate amount of information necessary to justify the cost of improvements, such as the purchase of new equipment, better working conditions and adequate training. Complete all items requiring codes with both phrasing and code numbers.

PART I – GENERAL

ITEMS 1, 2, AND 3 – DEPARTMENT, DIVISION AND REPORTING UNIT – Select the name and corresponding code for the department. For division and/or reporting unit code numbers, contact your department safety officer.

Dept.

- 07 Alcoholic Beverage Control Board
- 49 Appeals, D.C. Court of
- 44 Appeals and Review, Board of
- 15 Civil Defense
- 38 Coroner, Office of the
- 05 Corporation Counsel, Office of the
- 22 Corrections, Department of
- 02 Counsel, District of Columbia
- 26 Economic Development, Department of
- 34 Elections, Board of
- 03 Executive Office
- 18 Federal City College
- 04 Finance and Revenue, Department of
- 14 Fire Department
- 24 General Services, Department of
- 48 General Sessions, Court of
- 21 Health, Department of Public
- 28 Highways and Traffic, Department of
- 47 Human Relations, Commissioner’s Counsel on
- 39 Insurance, Department of
- 20 Juvenile Court
- 11 Library, Public
- 01 Mayor-Commissioner, Officer of the
- 40 Minimum Wage and Industrial Safety Board
- 30 Motor Vehicles, Department of
- 31 Motor Vehicle Parking Agency
- 36 National Guard, D.C.
- 37 Parole, Board of
- 13 Police Department
- 42 Public Service Commission
- 41 Recorder of Deeds
- 12 Recreation Department
- 32 Sanitary Engineering, Department of
- 10 Schools, Public
- 25 Surveyor, Office of
- 50 Tax Court
- 46 Teacher’s College D.C.
- 19 Washington Technical Institute
- 23 Welfare, Department of Public
- 15 Veteran’s Affairs, Department of
- 17 Vocational Rehabilitation, Department of
- 45 Youth Council, Commissioner’s
- 43 Zoning Commission

ITEM 4 – Self-Explanatory

ITEM 5 – SOCIAL SECURITY NUMBER– If unknown, your Personnel Office will provide assistance.

ITEM 6 – Age – Record age to the nearest birthday, e.g. an individual who is 24 years and 7 months old would be 25.

ITEM 7 – Self-Explanatory

ITEM 8 – DATE OF ACCIDENT– Record the date of accident in numbers, i.e. November 8, 1970 would be coded as: MO. 11 DAY 08 YEAR 70.

ITEM 9 and 10 – Self-Explanatory

ITEM 11 – STATUS – Check the block which indicates the status of the person involved in the accident.
Block 1 – Self-Explanatory

Block 2 – Temporary Employment – An employee who has been hired for a time period not to exceed a year (can be renewed).

Blocks 3, 4, 5 and 6 – Self-Explanatory

ITEM 12 – JOB CLASSIFICATION TITLE – JOB SERIES NO. – Identifies the employee’s job title, job series number and/or pay class as listed on his official job description. Fill in the employee’s official job title and place the job series code number in the code block.

Job Series Code Numbers

- For all Wage Board trade and craft positions precede the job series number with the letter W followed by the 4 - digit number. Example: Inspector, Heavy Duty Equipment W 5802.
- For all General Schedule positions, precede the job series number with the letter G followed by the 4-digit number. Example: Personnel Management Specialist G 0201.
- For all Neighborhood Youth Corps positions, use the number N 0000 in the series code block.
- For all Public School positions other than Wage Board and General Schedule, use the numbers listed below to identify the pay plan under which the employee is paid.

T 0000 – Teacher’s Salary Act

C 0000 – Food Service (cafeteria Food workers)

S 0000 – Substitute Teachers

A 0000 – Adult Education

X 0000 – Summer School

For all Police Department uniformed positions, use the job rank class numbers listed below:

P 0052 – Officer/Private

P 0056 – Captain

P 0053 – Detective

P 0057 – Inspector

P 0054 – Sergeant

P 0058 – Asst. Chief/Deputy

P 0055 – Lieutenant

P 0059 – Chief

For all Fire Department uniformed positions, use the job pay class numbers listed below:

F 0001 – Private

F 0007 – Captain

F 0002 – Fire Inspector

F 0008 – Battalion Chief

F 0003 – Asst. Marine Engr./ Pilot

F 0009 – Deputy Chief

F 0004 – Sergeant

F 0010 – Asst. Chief

F 0005 – Lieutenant

F 0011 – Chief

F 0006 – Marine Engr./Pilot

- For all class positions not mentioned above, use the number Y 0000 in the job series code block.

ITEMS 13A, 13B and 13C – Self Explanatory

PART II – INJURY FACTORS (Do not complete this part unless there is injury or occupational disease to the person involved in the accident).

ITEM 14 – PART OF BODY – Identifies the part of the body injured or infected.

Upper Extremities – Head

20 Ear(s)

21 Eye(s)

22 Face

23 Skull scalp

27 Multiple head Injuries (combinations 20-23)

29 Neck

Arm

30 Upper arm

31 Elbow

32 Lower arm (organs)

33 Multiple arm injuries (combinations of 30-32)

34 Wrist

35 Hand(s)

36 Finger(s)

37 Multiple upper extremities (combinations of 20-36)

Trunk

41 Abdomen

42 Back

43 Chest (include ribs, breastbone and internal organs)

44 Hips

45 Shoulder

49 Multiple trunk (combinations of 41-45)

Lower Extremities – Leg

50 Thigh

51 Knee

52 Lower leg (above ankle)

53 Ankle

54 Foot (not ankle or toes)

55 Toe(s)

59 Multiple lower extremities (combinations 50-55)

Multiple Injuries – Body Systems

- 70 Multiple parts (more than one major area above)
- 80 Circulatory system
- 81 Respiratory system
- 99 Insufficient information to identify part

ITEM 15 – NATURE OF INJURY – Select the description of injury that is most severe. For example, choose Cut-laceration instead of Abrasion-scratch.

- 01 Cut-laceration
- 02 Bruise-crushing-contusion
- 03 Abrasion-scratch
- 04 Puncture
- 05 Fracture-dislocation
- 06 Amputation
- 07 Concussion
- 08 Strain-sprain
- 09 Localized pain
- 10 Hernia-rupture
- 11 Bites-animal, human
- 12 Bites-insects
- 14 Frostbite
- 15 Foreign body-eye
- 16 Heatstroke-sunstroke
- 17 Contagious or infectious disease
- 18 Electric shock/electrocution
- 19 Emotional reaction
- 20 Dermatitis-skin irritation
- 21 Poisoning, systemic
- 22 Hearing loss or impairment
- 23 Radiation effects
- 24 Gunshot
- 25 Smoke inhalation
- 26 Shock
- 27 Non-contagious or infectious disease
- 28 Fainting
- 29 Chocking-strangulation-asphyxiation-drowning-suffocation
- 30 Heart attack
- 31 Burn (heat)
- 32 Burn (scald)
- 33 Burn (chemical)
- 99 Other (specify)

ITEM 16 – NUMBER OF DAYS LOST – Insert the number of days lost, as of and including the date this report is submitted. Do not count the day the employee was injured or the date he returns. The injured employee must miss at least one full regular shift beyond the day of injury, i.e. 3 full shifts lost from work would be entered 0003.

ITEM 17 – SEVERITY OF INJURY – Check block that applies.

Block 1 – Refused treatment: Employee was offered but refused medical treatment.

Block 2 – No treatment: No treatment was necessary for injury.

Block 3 – First aid attention only: Treatment at job site by fellow employee (does not include treatment by doctor or nurse).

Block 4 – Medical attention only: Where employee was treated by doctor and/or nurse after which he missed at least one full shift of work.

Block 5 – Temporary disabling injury: Where employee was treated by doctor and/or nurse after which he missed at least one full shift off work.

Block 6 – Permanent disabling injury: Where employee is treated by doctor and/or nurse and injury results in the permanent loss or impairment in use of part of the body such as a leg or eye, or functions of the body such as to the nervous or circulatory systems.

Block 7 – Fatality: Any fatality resulting from work injury regardless of the intervening between injury and death.

ITEM 18 A and B – Self-Explanatory

ITEM 19 – WAS A FULL SHIFT LOST AFTER DATE OF ACCIDENT? – See explanation in Item 16.

ITEM 20 – INJURY FORMS COMPLETED – Submit Bureau of Employee Compensation Forms CA16, CA1, and CA2 in order to protect the injured employee's rights to compensation.

ITEM 21 – Self-Explanatory

PART III – DESCRIPTION OF ACCIDENT (Complete this part for all accidents).

ITEM 22 – TYPE OF ACCIDENT – Identifies the event which just precedes the injury.

- 00 No Injury involved
- 01 Lifting
- 02 Pushing – pulling
- 03 Fall to same level

Type of accident – Continued

- 04 Fall to other level
- 07 Flying object
- 08 Struck against
- 09 Inhaled dusts, fumes or gases
- 10 Contact with chemicals
- 11 Electric shock
- 12 Caught in, under or between
- 13 Overexertion
- 14 Contact or exposure to hot or cold objects
- 15 Struck by
- 17 Assault
- 18 Discharge of weapon
- 19 Rubbed or abraded
- 20 Animal-insect involved
- 99 Other (specify)

ITEM 23 – WORK ACTIVITY – Identifies the work activity the employee was performing at the time of the accident.

- 00 No employee directly involved in accident
- 01 Handling or moving materiel
- 02 Handling or moving people; restraining; custody act
- 03 Counseling, supervising or talking with people
- 04 Operating equipment
- 05 Walking, running, jumping, climbing, etc
- 06 Operator or passenger in vehicle
- 07 Working with chemicals
- 08 Using hand tools
- 09 Using portable power tools
- 10 Testing after repair or installment
- 14 Recreational activities
- 15 Firefighting
- 16 Guarding people
- 99 Other (specify)

ITEM 24 – ACT OF EMPLOYEE – SAFETY FACTOR

Identifies the act of the person involved which was a contributing factor to the accident.

00 No Unsafe Act Involved

Unsafe Work Acts (General) See also driving or fire factors

- 01 Horseplay
- 02 Haste, hurry, speed
- 03 Failure to turn off equipment
- 04 Inattention or distraction from work
- 05 Taking unsafe position under suspended load or equipment
- 06 Improper handling
- 07 Operating without authority
- 08 Failure to use safety device(s)
- 09 Failure to lock or secure
- 10 Failure to verbally warn or hand signal
- 11 Using defective tools or equipment
- 12 Operating at unsafe speed
- 13 Servicing running equipment
- 14 Unsafe carry, placing, and loading
- 15 Improper lifting
- 16 Using wrong tool, supplies or equipment
- 17 Failure to wear or use proper type of protective equipment
- 18 Wearing hazardous personal attire
- 19 Not qualified for this type of work
- 20 Failed to get adequate help
- 21 Restraining or fighting
- 22 Inattention to footing or surroundings
- 23 Failure to make adequate use of warning devices
- 24 Using tools or equipment improperly
- 25 Entering enclosed space without precautions
- 27 Riding in unsafe position
- 28 Unsafe mixing of materials
- 99 Other (specify)

Driving Errors

- 40 Following too closely
- 41 Speed too fast for conditions
- 42 Failure to signal intentions
- 43 Disregard to traffic signs, signals, or controls
- 44 Failure to yield right-of-way
- 45 Misjudged clearance
- 46 Improper passing
- 47 Improper backing
- 48 Improper parking
- 49 Improper turning
- 50 Improper change of lanes
- 51 Failure to secure load or equipment
- 52 Equipment not under control
- 53 Started too early or too late
- 54 Fell asleep while operating
- 99 Other (specify)

Pedestrian Errors

- 60 Unsafe crossing of road
- 61 Walking against traffic light
- 62 Walking with light
- 63 Coming out from behind or between
- 64 Not standing in safety zone
- 65 Working on vehicle with disregard for traffic
- 66 Dark clothes, should have distinctive colors
- 67 Getting out of vehicle without care for traffic
- 68 Playing in street
- 69 Working in or on street
- 70 Directing traffic
- 99 Other (specify)

Fire Factors

- 80 Improper use of fire extinguishers
- 81 Improper housekeeping near source of heat
- 82 Smoking in unauthorized place
- 83 Improper disposal of matches, cigarettes
- 84 Playing with matches
- 85 Using improper procedure to start fire
- 86 Inadequate provisions for control of fire
- 87 Improper use and handling of combustible materials
- 88 Improper storage of flammable materials
- 89 Improper handling of heated or flammable objects
- 90 Improper use of welding or burning equipment
- 99 Other (specify)

ITEMS 25 AND 26 – MANAGEMENT IMPROVEMENT RECOMMENDED (FIRST AND SECOND SELECTIONS)

Indicate your recommendations to prevent similar accidents. Use space in item number 26 to further expand or explain your suggestions. There are two selections since there may be more than one management problem contributing to the accident. If there is no second selection, write “none” in Item 26.

- 00 No management improvement recommended

Buildings Conditions

- 04 Improve ventilation
- 05 Improve lighting
- 06 Provide additional isle or workspace
- 07 Change work layout
- 08 Reduce noise level
- 09 Improve fire protection program
- 10 Improve electrical service, outlets or wiring
- 12 Improve stairways or railings
- 13 Operation is not suited for this type of building
- 14 Work should be performed in isolated area
- 18 Provide additional storage space
- 25 Repair interior walking surfaces
- 26 Repair exterior walking surfaces
- 99 Other (specify)

Personnel Problems

- 02 Hire additional employees
- 03 Reduce number of employees supervised
- 50 Improve employee selection process
- 52 Take disciplinary action against individual
- 53 Reassign employee to another job
- 54 Employee should be counseled
- 99 Other (specify)

Training

- 70 Recommend individual receive additional job-related training
- 71 Improve training program for new employees
- 72 Recommend individual attend driver training course
- 73 Recommend individual attend fire safety training course
- 99 Other (specify)

Work Methods and Procedures

- 21 Mark equipment with operating instructions
- 40 Change work methods and procedures
- 44 Improve inspection program
- 45 Improve method for reporting unsafe situations
- 46 Improve follow-up system for correcting unsafe situations
- 47 Improve house keeping
- 48 Enforcing use of personal protective clothing or equipment is a problem
- 49 Enforcing use of mechanical guards and safety devices is a problem
- 51 Individual performed task without approval of supervisor
- 54 Individual performed task unrelated to position qualifications
- 99 Other (specify)

Protective Equipment and Devices

- 15 Provide warning device (mechanical, sound or lighted)
- 16 Provide protective clothing or equipment
- 27 Display warning decal, sign or poster
- 28 Provide roadway warning or protective device(s)
- 99 Other (specify)

Maintenance and Custodial Service

- 80 Improve custodial service
- 83 Improve vehicle maintenance
- 84 Improve building maintenance
- 85 Improve equipment maintenance
- 99 Other (specify)

Medical Factors

- 60 Have individual take physical
- 61 Investigate employee fatigue
- 62 Investigate possibility of alcohol or drug use
- 63 Have individual take periodic physical exams
- 99 Other (specify)

Equipment, Material and Supplies

- 19 Replace equipment that is inadequate for job
- 20 Repair or replace defective equipment
- 24 Use mechanical equipment or machine power in place of manual power
- 99 Other (specify)

Design, Engineering and Procurement

- 23 Improve packing or container specifications
- 90 Add safety feature or device to equipment
- 91 Correct improper installation of equipment
- 92 Equipment, materials and supplies were defective and should not be reordered
- 94 Items should have label or instructions to hazards
- 99 Other (specify)

ITEM 27 – SOURCE OF ACCIDENT DAMAGE OR INJURY – Identifies the object, substance, exposure or bodily motion that was most directly involved in the accident. NEC means “not elsewhere classified.”

Code

- 0100 Animal, insect NEC
 - 0101 Dog bite
 - 0102 Insect bite
 - 0103 Rat bite
- 0200 Bodily motion (stress or strain only)
- 0300 Boilers, pressure vessels NEC
 - 0301 Boilers
 - 0302 Pressurized containers
 - 0303 Pressure lines
- 0400 Boxes, barrels, containers, packages, NEC
 - 0401 Barrels, kegs, drums
 - 0402 Boxes, crates, cartons
 - 0403 Bottles, jugs, flasks, etc.
- 0500 Building structure and fixtures, NEC (not surfaces)
 - 0501 Doors
 - 0502 Windows
 - 0503 Exposed pipes
 - 0504 Railings
 - 0505 Partitions
 - 0506 Electrical or telephone outlets
- 0600 Chemicals, NEC
 - 0601 Cleaning compounds, soaps, detergents
 - 0602 Pesticides
 - 0603 Fertilizers
 - 0604 Caustics, corrosives, acids
 - 0605 Carbon monoxide/harmful fumes
- 0700 Clothing, apparel
- 0800 Construction equipment, NEC
 - 0801 Agitators, mixers, tumblers
 - 0802 Crushing, pulverizing machines
 - 0803 Earthmoving and highway construction machines
- 0900 Conveyors
- 1000 Disease, Occupational
- 1100 Drugs and medicine
- 1200 Dust, dust particles
- 1300 Electrical equipment
 - 1301 Motors
 - 1302 Transformers and generators
 - 1303 Conductors
 - 1304 Control apparatus
 - 1305 Heating appliances

Sources (Continued)

- 1306 Flexible cords and plugs
- 1400 Flame, fire, smoke
- 1500 Explosions
- 1600 Farm equipment
- 1700 Food preparation and serving equipment
- 1800 Gasoline, oil petroleum products
- 1900 Hand tools, not powered, NEC
 - 1905 Axe
 - 1910 Blow torch
 - 1911 Brush cutting
 - 1915 Chisel
 - 1920 Crowbar, pry bar
 - 1925 File
 - 1930 Fork
 - 1935 Hammer, sledge, mallet
 - 1940 Hatchet
 - 1945 Hoe
 - 1950 Knife
 - 1955 Pick
 - 1960 Plane
 - 1965 Pliers, tongs
 - 1970 Punch
 - 1975 Rope, chain
 - 1980 Saw
 - 1985 Scissors, shears
 - 1990 Screwdriver
 - 1995 Wrench
- 2100 Hand Tools, powered, NEC
 - 2105 Abrasive stone or wheel grinder
 - 2110 Buffer, polisher, waxer
 - 2115 Chisel
 - 2120 Drill
 - 2125 Hammer, tamper
 - 2130 Hedge trimmer
 - 2135 Knife
 - 2140 Powder actuated tools
 - 2145 Punch
 - 2150 Riveter
 - 2155 Sandblaster
 - 2160 Saw
 - 2165 Screwdriver, bolt setter
 - 2170 Welding tool
- 2300 Hoisting apparatus
- 2400 Hospital equipment
 - 2401 Medical service equipment
 - 2425 Laboratory equipment
 - 2450 Hospital furniture
 - 2475 Surgical instruments
 - 2490 Radiological equipment
- 2500 Hot and flammable substances
- 2600 Housekeeping equipment
- 2700 Laundry and dry cleaning machines
- 2800 Materials handling of, NEC
 - 2801 Glass
 - 2802 Metal
 - 2803 Wood
 - 2804 Ceramic
 - 2805 Plastic
 - 2806 Rubber
 - 2807 Dirt, clay, stone
- 2900 Material handling equipment – manual, NEC
 - 2901 Hand trucks
 - 2902 Dollies
- 3000 Material handling equipment – powered, NEC
 - 3001 Forklift
 - 3002 Stacker
 - 3003 Lumber carrier
- 3100 Office furnishings, NEC
 - 3101 File cabinets, bookcases
 - 3102 Chairs, benches
 - 3103 Desks, counters, work benches
 - 3104 Floor coverings, rugs, mats
 - 3105 Lighting equipment, lamps
 - 3106 Tables
 - 3107 Office machines
 - 3108 Office supplies

Sources (Continued)

- 3200 Plants, trees, vegetation, NEC
 - 3201 Poison ivy, oak, sumac
- 3202 Branches, limbs, tree trunks
- 3300 Printing and duplicating equipment
- 3400 Persons, handling or moving of
- 3500 Recreation equipment/activities
- 3600 Shop machines
 - 3601 Woodworking machines
 - 3602 Metalworking machines
- 3700 Trash (scrap debris)
- 3800 Walking/working surfaces, NEC
 - 3801 Excavation
 - 3802 Scaffolding
 - 3803 Staging
 - 3804 Ladders
 - 3805 Stairs and steps
 - 3806 Floors
 - 3807 Elevators
 - 3808 Runway, walkway
 - 3809 Sidewalk, path
 - 3810 Street, road
 - 3811 Parking lot
- 3900 Weather conditions, NEC
 - 3901 Cold exposure
 - 3902 Heat exposure
 - 3903 Rain, snow, sleet
 - 3904 Wind
- 4000 Weapons and explosives
- 4100 Motor vehicles
 - 4101 Accident while repairing motor vehicle
 - 4102 Accident while driving or riding inside the cab of vehicle
 - 4103 Accident while riding on running board or outside vehicle
 - 4104 Accident from being struck by vehicle
 - 4105 Accident involving parked vehicle
- 9900 Other (specify)

PART IV – (Complete this part for all reports)

ITEM 28 – IMMEDIATE SUPERVISOR – Tell what action has been taken to correct the conditions and/or practices causing the accident such as better training, new equipment, or improving lighting.

ITEM 29 – ADMINISTRATOR OF DIVISION BUREAU OR FACILITY – The reviewing official should comment on the adequacy of corrective action taken. Consideration should be given whether a standard operating procedure should be established to control the problem.

PART V – IDENTIFICATION OF PROPERTY CHANGE ITEMS 30 and 31 – D.C. GOVERNMENT PROPERTY AND NON-D.C. GOVERNMENT PROPERTY DAMAGE – Those items which were actually damaged e.g. office furniture, equipment, fence, real estate, private property, etc. should be itemized. For D.C. Government property, insert the date the item was manufactured using only the last two digits of the year, e.g. 1954 would be coded 5/4. An estimated dollar amount should be entered for the D.C. Government and non-District property even if it is only an individual judgment, e.g. \$56 damage would be coded 0/0/5/6 and \$9,999 would be coded 9/9/9/9. If damage exceeds \$10,000 the amount should be entered in Item 21.

PART VI – MOTOR VEHICLE ACCIDENT INFORMATION ITEM 34 D.C. VEHICLE TAG NUMBER – This is the number on the D.C. Government motor vehicle license plate.

ITEMS 35 THROUGH 43 – Circle the appropriate answer and insert the corresponding code number in the code box, e.g. a forklift involved in an accident would be coded in Item 35. 15 Forklift 1/5.

ITEM 44 – NUMBER INJURED – Count the number of persons, who were injured in the D.C. Government vehicle and enter this number on the report.

ITEM 45 – NUMBER KILLED – Count the number of persons, who were killed in the D.C. Government vehicle and enter this number on the report.

ITEM 46 – POLICE CALLED TO SCENE OF ACCIDENT It is required that the police jurisdiction concerned be called to the scene of the accident. If they were not called, explain why in Item 21.

ITEM 47 – IN YOUR OPINION WAS ACCIDENT PREVENTABLE – If the D.C. Government driver did not do everything he reasonably could have done to prevent the accident – mark (as preventable) yes.

ITEM 49, 50, 51, are to be completed only by the Department mental Safety Management Officer.