

**SUPERVISOR'S INVESTIGATION OF MOTOR VEHICLE ACCIDENT**

DRIVER	VEHICLE NUMBER
DIVISION OR DEPARTMENT	DATE OF ACCIDENT
LOCATION OF ACCIDENT	TIME OF ACCIDENT

DESCRIPTION OF ACCIDENT:

  
  
  
  
  
  
  
  
  
  
  

CAUSES OF ACCIDENT (Specify clearly using guide on reverse side)

  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  

RECOMMENDATIONS FOR PREVENTION OF A RECURRENCE

  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  

Date Investigation Completed:

Date Corrective Actions Were Completed:

Manager's Signature:

## GUIDE FOR DETERMINING ACCIDENT CAUSES

As a guide in accurate determination of the direct unsafe act and the underlying causes of these acts, the following typical factors are listed.

### Unsafe Driving Act (which resulted directly in the accident)

1.	Driving too fast or too slow.
2.	Following another vehicle too closely.
3.	Failing to give proper signal to other drivers.
4.	Inadequate attention to traffic signs or signals.
5.	Car in wrong traffic lane.
6.	Pulling out into traffic improperly; not giving moving traffic right of way, etc.
7.	Passing another vehicle improperly: on grade, in intersection, stopped bus, etc.
8.	Backing maneuver performed improperly: poor space, too far, not checking area, etc.
9.	Not driving defensively so as to care for other drivers' mistakes.
10.	Changing lanes abruptly.
11.	Not yielding to pedestrians.

### Cause of Unsafe Driving Act (as noted above)

1.	Untrained or unskilled (e.g., less than one year on this specific job).
2.	Inattention – thinking of job details, home conditions, worried, etc.
3.	Influence of alcohol or drugs.
4.	In a hurry or impatience.
5.	Irritated by another driver, client, temper, etc.
6.	Distracted by road conditions, another car, passenger, etc.
7.	Fatigue – long driving, lack of sleep.
8.	Ill – physical weaknesses such as headache, muscular pains, etc.
9.	Driver assigned to unfamiliar route, equipment, or load.

### Other (contributing) causes

1.	Poor visibility due to rain, snow, or fog.
2.	Hazardous road conditions due to rain, snow, spilled oil, etc.
3.	Equipment failure such as brake failure, tire blowout, etc.