



TREASURER OF VIRGINIA
RISK MANAGEMENT

COMMONWEALTH OF VIRGINIA

2002 JUN 28 A 10: 2

Deputy Superintendent Superintendent

DEPARTMENT OF STATE POLICE

(804) 674-2000

P. O. BOX 27472, RICHMOND, VA 23261-7472

May 22, 2002

The Head of each State Agency, Department, Institution and School of

TO:

Higher Education

Art Amann

FROM: Colonel M. Carl M...

SUBJECT: Section 52-2 of the Code of Virginia, of 1950, as amended

Attached for your information is the directive issued to the Head of each State Agency,

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operator shall obtain copies of the accident report and return to the state. The operator shall submit the accident report to the State Police.

D. All traffic crashes involving state-owned vehicles not required to be reported to the State Police.

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of the Capron Police subsequent to the investigation of a ... for community college ...
of the Department of Motor Vehicle Accidents ...
ons made by the Uniforms Accident Prevention Review Committee in ... recommendati
le involved was owned by the Department of General Services Office ... the state vehic
owned ... of the Department of General Services, the duty of an employee to operate a state-

material concerning each crash the Review Committee shall evaluate each crash as preventable, Not preventable or Incident based upon the following criteria:

1. If a state-owned vehicle is found to have been guilty of contributory negligence, the crash shall be considered Not Preventable when it has been determined that the operator of the state-owned vehicle did not contribute to the crash. A crash resulting from a deliberate act, from a non-perceivable object, or while the vehicle is properly parked, shall be classified as an incident and not considered in the safety program.

After a crash is evaluated and classified by the Review Committee, it shall be reviewed by the agency head or his designated representative. The agency head or his designated representative shall then advise the employee. Under the provisions of the Standards of Conduct, an employee

DRIVING AWARDS

It is recommended that each agency have an Awards Program to recognize employees for safe driving.

D. REPORTING

At the end of each fiscal year, each agency shall forward a report on the following information:

- 1. Number of miles which agency-owned vehicles traveled during fiscal year.
- 2. Total number of crashes in which agency-owned vehicles were involved.
- 3. A breakdown of the total crashes into the three (3) classifications:
 - (a) Preventable
 - (b) Not preventable
 - (c) Incident

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crash frequency will be calculated by the Department of State Police. The agency's crash frequency will be calculated by the Department of State Police. The agency's crash frequency will be calculated by the Department of State Police.

warded to the Department of State Police. Reports required by this section shall be forwarded to the Department of State Police.

V. OFFICE OF FLEET MANAGEMENT

VI. DEPARTMENT OF GENERAL SERVICES

order to review all crashes involving vehicles owned by the Department of General Services, Office of Fleet Management Services.

B. After a crash is reviewed and classified by the Review Committee, the Committee Secretary shall forward a letter to the state operator's agency head or his designated representative setting forth the classification of the crash and the reason or reasons which the committee based its decision. This letter shall be signed by the employee who shall be required to sign the bottom of the letter indicating that it was discussed. A copy of the letter bearing the employee's signature shall be placed in the crash file.

crash so warrant, the agency head may cause further action to be taken against the Standards of Conduct of state employees.

D. A Car Pool Regulations Manual issued by the Office of Fleet Management Services shall be issued to each pool car.

VI. REVIEW OF ACCIDENT CLASSIFICATION

les, the matter may be referred to the Department of State Police by the agency or agencies involved (and to the operator of the vehicle). Appropriate action to comply with the recommendations of the Department of State Police shall be taken by the agency or agencies.

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ANNUAL AWARDS

VII

A. IDENTIFICATION GENERAL SERVICES OFFICE OF DISTRICT OF COLUMBIA: VII
SERVICES, POOL VEHICLES

Four annual safe driving awards will be made to recognize operating Officers of

STATE OWNED VEHICLE CRASH REPORT

Page of

Accurate description of location of crash: If on private property, give

nearest road number, example: private property of 123

COUNTY

COUNTY

NO. 1111

ROUTING NO.

TEAM 11PM

INTERSECTION

DATE

TIME

OF ROUTE:

CONDITIONS OF:

LIGHT:

ROAD:

WEATHER:

STATE VEHICLE #

MAKE

TYPE

YEAR

LICENSE #

WEARING SEAT BELTS: YES NO UNKNOWN

NAME:

WE

DEPARTMENT:

OCCUPATION:

OFFICE TELEPHONE:

WORK LOCATION:

DUTY #

WORK A

MENT:

STATEM

VE OCCURRED AS DESCRIBED BY DRIVER?: YES NO

COULD CRASH HA

#

OTHER VEHICLE MAKE:

TYPE:

YEAR:

LICENSE

PHONE:

NAME:

ADDRESS:

POLICY #

MENT:

STATE

WITNESS NAME:

PHONE:

ADDRESS:

PASSENGER IN STATE VEHICLE OTHER VEHICLE OTHER:

STATEMENT:

ADDITIONAL INFORMATION/PERTINENT FACTS:

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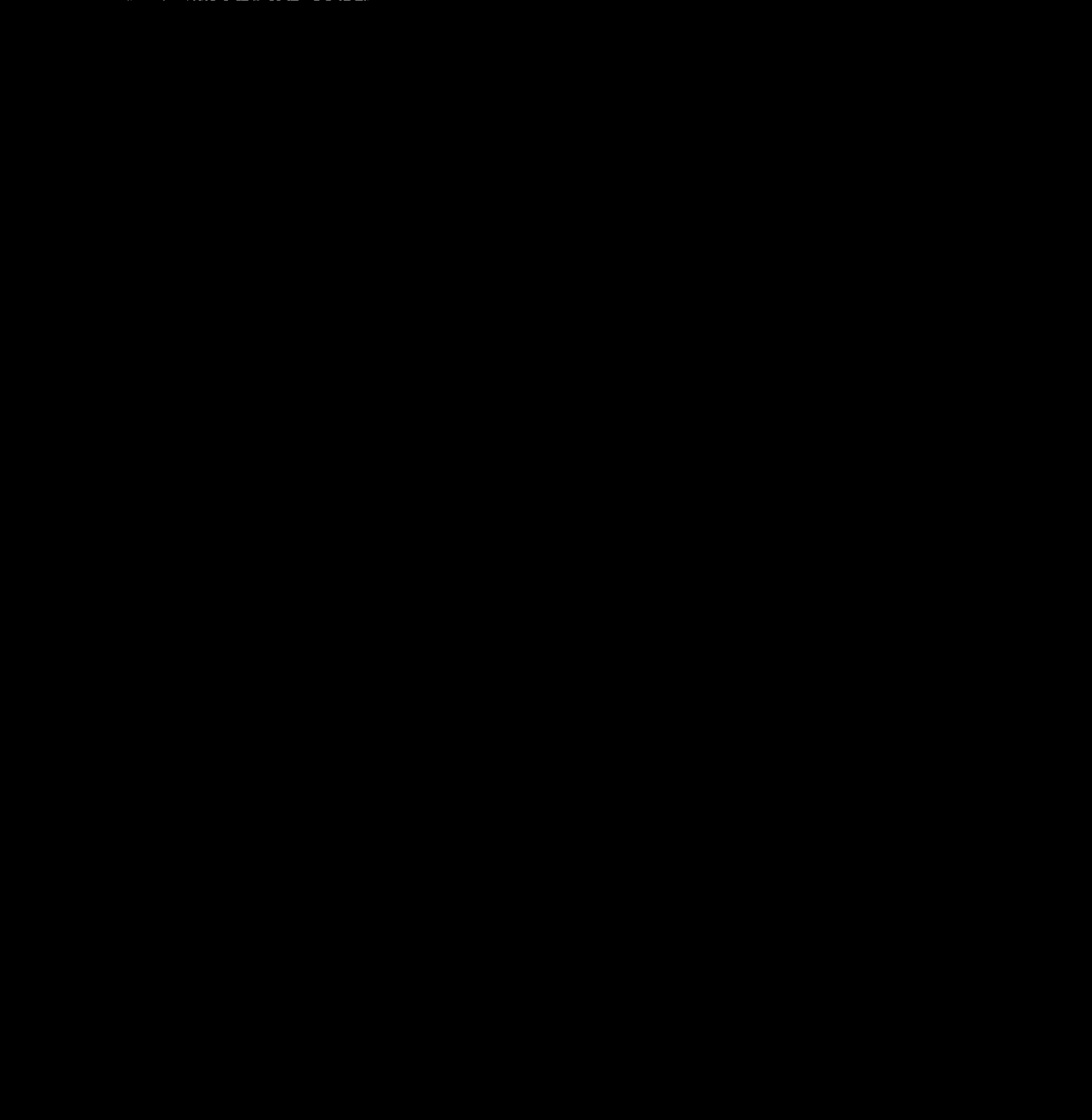
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CRIMINAL NEGLIGENCE:



Property Responsibilities

of the
Capitol Police

215-217 Governor Street
Square

0 West Leigh Street

ldina: 1221 East Broad Street

- 1. Aluminum Building: 2
- 2. Bell Tower: Capitol S
- 3. Central Garage: 240
- 4. Central Highway Bu

5. Consolidated Laboratory: 9 N. 14th Street

6. Seaboard Building: 1501 East Franklin Street

Department of Information Technology: 110 S. 7th Street.

City of Virginia Beach: 1000 East Broad Street

9. Morson Row Houses: 219, 221 & 223 Governor Street

10. Eighth Street Office Building: 200 N. 8th Street

11. Finance Building: Capitol Square

Building: 914 East Broad Street

12. General Assembly

13. Governor's Mansion: Capitol Square

DOT Annex: 1401 East Broad Street

14. V

Worker's Compensation Commission: 1000 DMV Drive

15. W

Marine Building: 101 N. 14th St

16. L

18. Thomas Jefferson Building: 1220 Bank Street

19. Storage (Old Library): 14th Street at Capitol Square

20. Lee Monument: Monument Avenue at Allen Avenue

Parking Facilities:

40 Lot #1: State Route #218 and Associated Parking

41 Lot #2: Street Driveway

42 Lot #2: Finance Building

43 Lot #3: beside the Jefferson Building

44 Lot #4: Old 14th Street at E. Grace Street

45 Lot #5: Monroe Building Deck

46 Lot #6: behind Building 8

47 Lot #7: behind Monroe Building

48 Lot #8: Tyler Building Deck

49 Lot #9: NOT IN USE

50 Lot #10: Va. Science Museum

51 Lot #11: NOT IN USE

52 Lot #12: South Side - 1500 E. Main Street

53 Lot #13: Consolidated Lab

54 Lot #14: VDOT West upper lot

55 Lot #15: VDOT West lower lot

56 Lot #16: VDOT West overpass

57 Lot #17: North side of E. Main Street

58 Lot #18: Supreme Court

59 Lot #19: North Alley of the 9th St. Office Building

60 Lot #20: Southwest Alley of the 8th St. Office Building

61 Lot #21: NOT IN SERVICE

62 Lot #22: F & Marshall Street Deck

63 Lot #23: North side 1500 E. Cary Street

64 Lot #24: Main Street Station (Part)

65 Lot #25: New Virginia Library (Part)

66 East Grace Street Alley - 9th St

67 Lot #26: 703 East Main Street