



**Division of State Patrol  
Policy and Procedure**

Number <b>6-3</b>
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Subject <b>FLEET CRASH/FLEET SAFETY PROGRAM</b>	
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**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to review fleet crashes in order to promote safe vehicle operation and minimize loss to the DSP.

**II. BACKGROUND**

Wisconsin Statutes, Wisconsin Department of Transportation (WisDOT) and Division work rules require proper care and use of state-owned vehicles. Motor vehicle crashes involving fleet vehicles result in expenditures for repairs, down time, injuries and civil litigation. Thorough investigation and review of crashes involving DSP vehicles may help reduce losses from those crashes and encourage safe driving.

**III. OBJECTIVE**

The objective of this policy is to establish uniform investigation, reporting and review procedures for motor vehicle crashes involving fleet vehicles and to establish guidelines for violations of work rules involving care and operation of fleet vehicles.

**IV. GENERAL PROVISIONS**

A. The primary concerns of the Division are employee safety, citizen safety and protection from liability.

## B. Definitions

1. Fleet Safety Officer – a Region supervisor responsible for coordinating the fleet crash investigation and reviewing all fleet crash reports for dissemination to Division Headquarters.
2. Fleet Crash – a motor vehicle crash on public or private property involving one or more DSP fleet vehicles.
3. Non-Reportable Crash – a fleet crash that does not meet one or more of the criteria in Wisconsin Statute 346.70.
4. Reportable Crash – a fleet crash that meets one or more of the criteria in Wisconsin State Statute Chapter 346.70.
5. Disqualifying Crash – a fleet crash that is classified as a violation of Work Rule, Article II, Section 2, or operation not in compliance with Directive Transportation Administrative Manual (FLT 101).
6. Incidental Fleet Damage – fleet damage occurring from other than a motor vehicle crash.
7. Motor Vehicle Crash – has the same definition as “Accident” as defined in Wisconsin Administrative Code Trans 100.02(1).

## V. PROCEDURE

## A. Fleet Crash

1. Employee Driver (unless incapacitated)
  - a. Notify a Region supervisor immediately of the crash.
  - b. Provide information to the fleet safety officer or assigned designee investigating the crash.
  - c. In crash incidents where the DSP driver is incapacitated, the responding officer(s) shall follow P&P 6-1, Crash Investigation, regarding the collection and security of personal and Division property/equipment.
2. Region Fleet Safety Officer or Designee
  - a. Complete the fleet crash investigation, and at a minimum all required reports/items, utilizing the [Fleet Crash Investigation Checklist](#).
  - b. Ensure a Fleet Crash Preliminary Report (eSP4104) is completed within 24 hours of the incident.

Note: An estimate of the fleet damage repair cost must be filled in on the report.

- c. Consult with the Region Commander or designee to determine what other forms on the Fleet Crash Investigation Checklist should be filled out depending on the severity of the fleet crash.
    1. Examples of fleet crashes which may only need the minimum documents outlined on the Fleet Crash Investigation Checklist:
      - i. Fleet crash involving a deer or other animal.
      - ii. Fleet crash involving a delineator pole, guardrail, other object resulting in minimal damage that reaches the threshold of a reportable crash.
      - iii. Fleet vs road debris that reaches the threshold of a reportable crash.
    2. Examples of fleet crashes which may need additional documents outlined on the Fleet Crash Investigation Checklist:
      - i. Fleet crashes involving more than one vehicle.
      - ii. Fleet crashes involving severe damage or injuries to an employee or a third party.
      - iii. Fleet crashes as a result of a pursuit intervention technique.
  - d. Complete a Fleet Crash Packet, and at a minimum all required reports/items, utilizing the [Fleet Crash Packet Checklist](#).
3. Region Commander, Academy Commander, Section Chief, or Designee
    - a. Review the fleet crash investigation and the completed Fleet Crash Packet with the Region Fleet Safety Officer.
    - b. Verify compliance with DSP Policy & Procedure 5-11, Mobile Data Computer (MDC) Use and Application, to ensure driver MDC transmissions were not a contributory part of the crash.
    - c. Ensure the Fleet Crash Packet is complete and forwarded to the appropriate DSP Bureau Director or designee for review within 15 days of the incident.
  4. Bureau Director or Designee
    - a. Review the Fleet Crash Packet for completeness and uniformity of actions.
    - b. Sign the Fleet Crash Evaluation (SP4095) if in agreement with the applicable Region or Academy Commander's or Section Chief's recommendation.
    - c. In cases where training is an issue, forward a copy of the Crash Report (DT4000), Driver's Statement (DOA-6496), and Fleet Crash Evaluation (SP4095) to the Academy Emergency Vehicle Operations Course (EVOC) Program Coordinator.

- d. Ensure necessary documentation is forwarded to WisDOT Risk Management Unit as applicable.
5. Academy EVOC Program Coordinator
  - a. Review the fleet crash documentation to evaluate training needs.
- B. Incidental Fleet Damage
  1. Examples of Incidental Fleet Damage:
    - a. Vandalism or intentional damage.
    - b. Theft.
    - c. Hail, wind, or other weather-related damage.
    - d. Damage occurring while parked, not involving another vehicle.
    - e. Damage not resulting from the motion of the vehicle itself or the motion of another vehicle.
    - f. Incidents not classified as a motor vehicle crash.
    - g. Minor damage caused by road debris that does not reach the reportable threshold, such as stone damage to a windshield or headlamp.
    - h. Damage due to unavoidable contact with deployed tire deflation devices during pursuit.

**Note: Employees can be held financially responsible for preventable incidental fleet damage while not on duty.**

2. Employee
  - a. Complete an electronic Offense/Incident Report (eSP4500) detailing the circumstances surrounding the damage or loss. This report should include a Call For Service (CFS) number.
  - b. Notify a supervisor immediately.
  - c. Submit eSP4500 to the employee's supervisor as soon as possible upon becoming aware of the damage or loss.
  - d. Obtain an estimate for repair of fleet damage and submit to employee's supervisor when available.
3. Supervisor or Designee
  - a. Confirm the circumstances surrounding the damage or loss as reported.
  - b. Complete the fleet incidental damage investigation, and at a minimum all required reports/items, utilizing the [Fleet Incidental Damage Packet Checklist](#).
  - c. Provide a completed Fleet Incidental Damage Packet to the applicable Region Commander, Academy Commander, or Section Chief.

4. Region Commander, Academy Commander, or Section Chief
  - a. Review the Fleet Incidental Damage Packet for completeness and forward the packet to the applicable DSP Bureau Director or designee.
5. Bureau Director or Designee
  - a. Review the Fleet Incidental Damage Packet and ensure the packet is forwarded to WisDOT Risk Management Unit as applicable.

**VI. REFERENCES**

DSP Policy & Procedure 5-11, Mobile Data Computer use and Application  
DSP Policy & Procedure 6-1, Crash Investigation  
TRANS 100, Accident Reporting and Safety Responsibility  
RS 101, Accident Reporting and Worker's Compensation Claims  
RS 106, Hazardous Duty Claims  
SP4071, Damaged Vehicle Equipment Check  
SP4095, Fleet Crash Evaluation  
eSP4104 Fleet Crash Preliminary Report  
eSP4500, Offense/Incident Report  
DT1690, Building and/or Equipment Loss Report  
DT4000, Wisconsin Motor Vehicle Crash Form  
Wis. Stats. Sec. 346.70  
[Fleet Crash Investigation Checklist](#)  
[Fleet Crash Packet Checklist](#)  
[Fleet Incidental Damage Packet Checklist](#)