



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  
Higher Education

TO:

*AW [Signature]*

FROM: Colonel M. Carl M.

~~SUBJECT~~ Section 62-4 of the Code of Virginia, of 1960, as amended

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

TRAINING MANUAL INSERT  
VOLUME II

01-10

DEPARTMENT OF STATE POLICE

Richmond, Virginia

01-10

Immediately report the crash to the Department of State Police, to the police, or to the State Police. If the crash involves a licensed state-owned vehicle, and a crash involving non-licensed state-owned vehicles, where a licensed vehicle is also involved, shall be investigated by the State Police.

VOLUME II

01-10

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 Department of State Police or police department of any state college.

01-10

of the Capron Police subsequent to the investigation of a ... for community college ...  
of the Department of Motor Vehicle ...  
ons made by the Uniforms Accident Prevention Review Committee ...  
le involved was owned by the Department of General Services Office ... the state vehic  
owned ... of the Department of General Services, the right 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. A state-owned vehicle is found to have been guilty of contributory negligence.

2. 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.

3. A crash resulting 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 employee shall then advise the employee.

Under the provisions of the Standards of Conduct, employee

DRIVING AWARDS SAFETY

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

crash frequency).

Reports required by this section shall be forwarded to the Department of

STATE POLICE OF SECTION ON TRAFFIC

IV. DEPARTMENT OF GENERAL SERVICES OFFICE OF FLEET MANAGEMENT

GENERAL SERVICES POOL VEHICLES

SERVICES MANUAL

crashes involving vehicles owned by the Department of General Services, Office of Fleet Management Services.

classified by the Review Committee, the Department of General Services shall forward a letter to the state operator's agency head or manager setting forth the classification of the crash and the Review Committee's decision. This letter shall be signed by the employee's supervisor. After a crash is reviewed and the Review Committee Secretary shall forward a letter to the state operator's agency head or manager through his designated representative setting forth the reason or reasons which the Review Committee determined caused the crash. A copy of the letter shall be forwarded to the Department of State Police. A copy of the letter shall be forwarded to the Department of State Police.

C. In addition to this action, if circumstances of the crash so warrant, the agency head may cause further action to be taken against the employee in keeping with the Standards of Conduct of state employees.

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

VI. CLASSIFICATION

VI. REVIEW OF ACCIDENTS

When the classification of the crash is in dispute between the Department of State Police and the Department of General Services, the Department of State Police will review the matter. If the Department of State Police determines that the crash was caused by a pool vehicle, the matter may be referred to the Department of State Police for a review of the case. The Department of State Police shall provide a report of its recommendations to the Department of State Police and to the operator of the vehicle. Appropriate commendations of the Department of State Police shall be taken by the agency or agencies.

VOLUME II

01 10

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 on private property give

nearest road number example private property of 123

COUNTY

NO. 110

ROUTING NO.

DATE

TIME

INTERSECTION

CONDITIONS OF:

OF ROUTE:

LIGHT:

ROAD:

WEATHER:

MAKE

TYPE

YEAR

LICENSE #

Wearing SEAT BELTS:  YES  NO  UNKNOWN

DEPARTMENT:

OFFICE TELEPHONE:

NAME:

OCCUPATION:

WORK LOCATION:

WEAR

STATEMENT

CRASH OCCURRED AS DESCRIBED BY DRIVER?:  YES  NO

COULD CRASH HAVE

OTHER VEHICLE MAKE:

TYPE:

YEAR:

LICENSE #

PHONE:

NAME:

ADDRESS:

STATEMENT

PHONE:

WITNESS NAME:

ADDRESS:

VEHICLE  OTHER VEHICLE  OTHER:

PASSENGER IN STATE VEHICLE

STATEMENT:

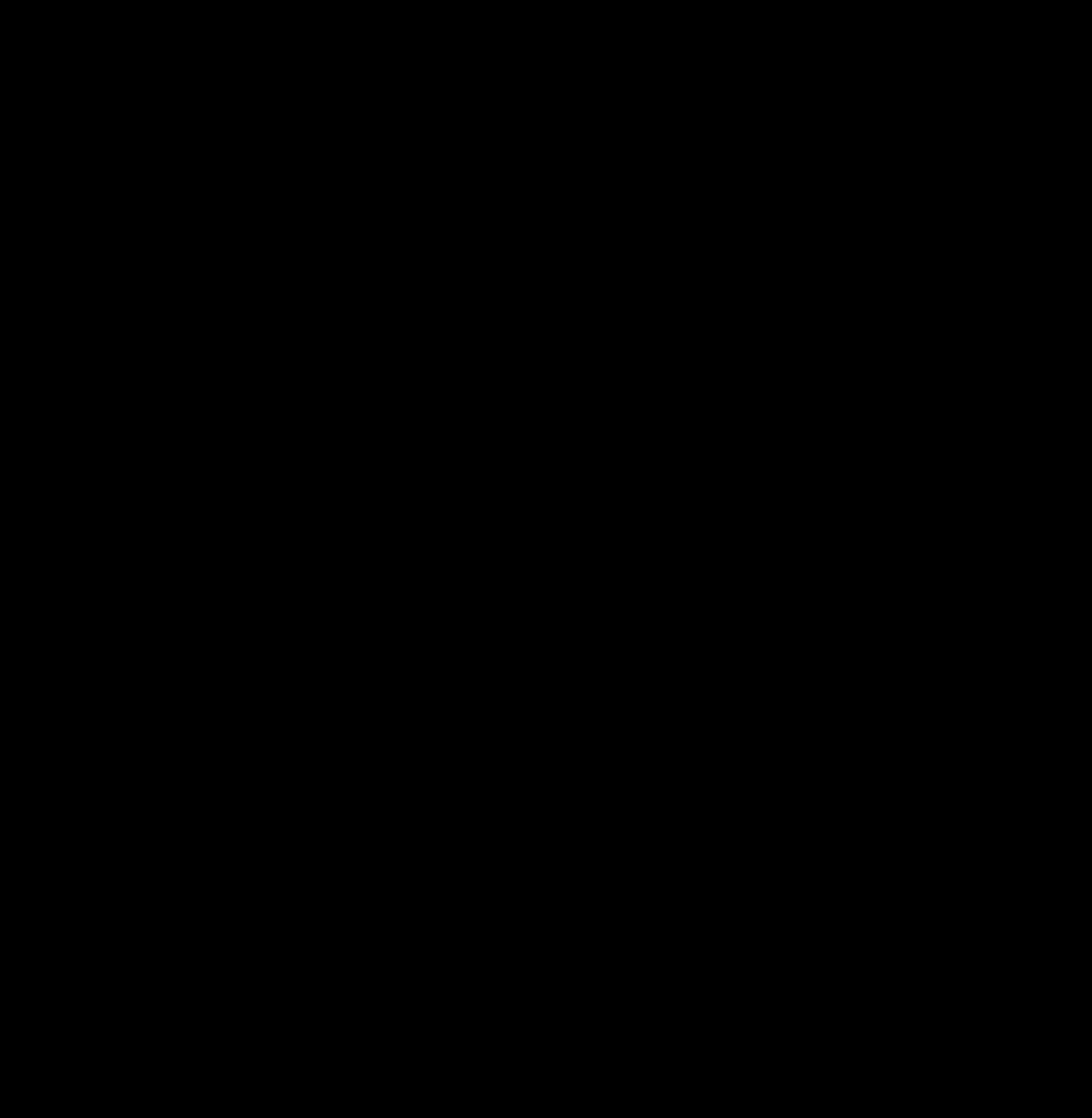
ADDITIONAL INFORMATION/PERTINENT FACTS:

Empty rectangular box for additional information.

Small empty rectangular box.

Wide empty rectangular box.

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. 14<sup>th</sup> Street

6. Seaboard Building: 1501 East Franklin Street

Department of Information Technology: 110 S. 7<sup>th</sup> Street

7

DMV Building: 1401 East Broad Street

8

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

10. Eighth Street Office Building: 200 N. 8<sup>th</sup> Street

11. Finance Building: Capitol Square

Building: 914 East Broad Street

12. General Assembly B

13. Governor's Mansion: Capitol Square

DMV Annex: 1401 East Broad Street

14. VL

Worker's Compensation Commission: 1000 DMV Drive

15. W

Marine Building: 101 N. 1<sup>st</sup> Street

16. B

18. Thomas Jefferson Building: 1220 Bank Street

19. Storage (Old Library): 11<sup>th</sup> Street at Capitol Square

20. Lee Monument: Monument Avenue at Allen Avenue

Parking Facilities:

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

Street - 42 Street Driveway

42 Lot #2: Finance Building Deck

43 Lot #3: beside the Jefferson Building

44 Lot #4: Old 14<sup>th</sup> 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

#14: VDOT West upper lot

54 Lot

55 Lot #15: VDOT Center lot

58 Lot #18: Supreme Court

59 Lot #19: North Alley of the 9<sup>th</sup> St. Office Building

60 Lot #20: Southwest Alley of the 8<sup>th</sup> St. Office Building

61 Lot #21: NOT IN SERVICE

62 Lot #22: P & Marshall Street Deck

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

64 Lot #24: Main Street Station (Partial)

65 Lot #25: New Virginia Library Parking

66 East Grace Street Alley - 9<sup>th</sup> St. Office

Lot: 703 East Main Street

67: VEC