Fleet
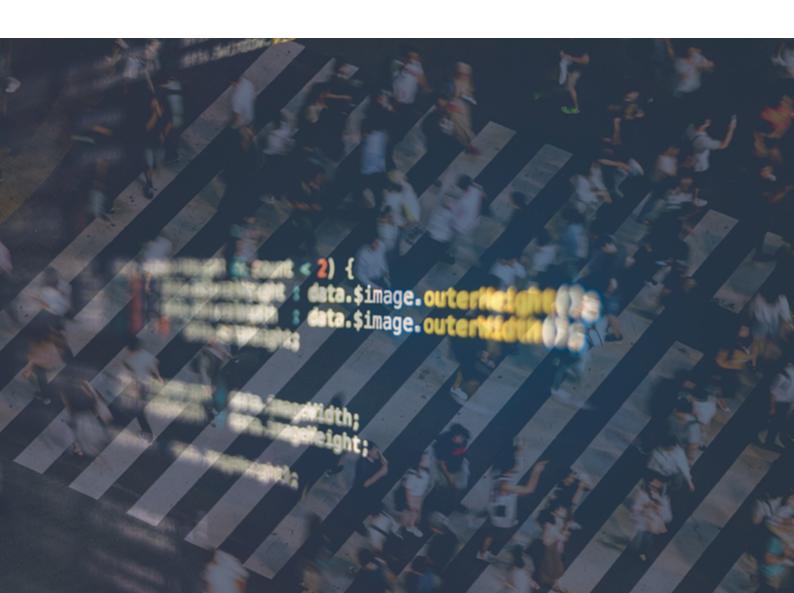
Forum

Fleet Forum Toolkit
Managing Crash Reporting & Analysis

Preface: The Importance of Crash Reporting & Analysis

How to do Crash Reporting and Analysis well

Crash reporting and analysis describes the processes and techniques to ensure road traffic crashes and near misses are reported and analysed. As it is a continuous process, it's key that an organisation uses every opportunity to learn.

Crash reporting and analysis is done well when an organisation:
- Clearly sets out what is expected of employees and what they, in turn, can expect from the organisation in terms of reporting and analysing.

- Has a policy and procedures that support crash reporting and analysis.

- Provides employees with regular feedback and communication on outcomes of crash analysis, including interventions put in place.

- Ensures that employees have appropriate training in crash reporting and analysis.

- Has performance management processes that are well communicated and effective, including performance indicators.

- Ensures that employees understand the importance of, and feel responsible for, reporting crashes.

Humanitarian Fleet Management Standards: Three Levels

The Fleet Forum Humanitarian Fleet Management Standards are designed as a best practice benchmark for the aid and development sector to determine its level of performance. They are intended to support organisations to better manage and operate their vehicle fleet to realise cost efficiency, programme effectiveness, safety and environmental impact.

The standards are divided into three levels, based on good practice[1]:

1. Basic: The minimum quality standards that an organisation should have in place to be compliant with good practice.

2. Advanced: A commitment to become safer, greener, cost efficient and effective.

3. Professional: Standards that aim to a high quality of fleet management and continuous improvement.

Table 1.1 Humanitarian Fleet Standards – Safety: Crash Reporting and Analysis.

This table provides an overview of the standards related to crash reporting and analysis:

Humanitarian Fleet Management Standards – Safety: Crash Analysis			
	Requirement	**Purpose**	**Demonstration**
Basic Standard	Organisations shall ensure that all road crashes and incidents are recorded.	To ensure that all crashes and incidents are managed in a consistent manner and that evidence is captured.	Evidence of recorded road traffic crashes and incidents.
Advanced Standard	Organisations shall ensure that the reported road crashes and incidents are analysed and that corrective actions are implemented	To avoid similar crashes and incidents in the future.	Recorded evidence of the analysis and evidence of the content of the crash record being reviewed and (re)acted on.
Professional Standard	Organisations shall ensure that all crashes and near misses are reported, analysed and that corrective actions are implemented	To avoid crashes and incidents in the future	Evidence of recorded near misses and evidence of the content of the records being reviewed and (re)acted on.