

## **Recording and Record Keeping**

Your accident record and investigations will provide much needed information to use for monitoring and analyzing accidents. So you need to decide what data is important to your fleet safety program. You can select factors that need classifying by determining:

- Availability of information - what information is available and how easily can it be obtained?
- What is important - limit your analysis to factors that are relevant to the causes of accidents.
- There are limitations - the amount of useful data that can be placed in a record is limited, which in turn limits the number of factors that can be studied.
- Known causal factors - there are some factors that accident analysts have tied to accident and injury rates, such as driver actions and vehicle conditions.
- Contributing factors - such as driver's traffic violations, weather condition, light condition, road condition, vehicle type and other vehicle type.

A sample data collection form is available: See Exhibit # V-3.2

Your accident log should be designed based on the above considerations.