Peer Roundtable: Incident/Accident Response

Minnesota Rural Transit Assistance Program (RTAP)

May 10, 2023

Agenda

→ Ground Rules + Roles

→ Introductions + Challenges

→ Facilitated + Open Discussion

→ Meeting Role Reports

→ Next Steps

→ Vote on Next Meeting Topics

Volunteer for a meeting role!

→ Process Observer — How did it go? What could be better?

→ Timekeeper — Give us a reminder at 10 minutes remaining

→ Parking Lot Attendant — Take notes anytime we ask to put something in the parking lot

Group Agreements/Ground Rules

→ Solutions-Focused

→ Peer-Led. This is your meeting!

→ No bad ideas

→ Mute when not speaking

→ Cameras optional

→ Anything else?

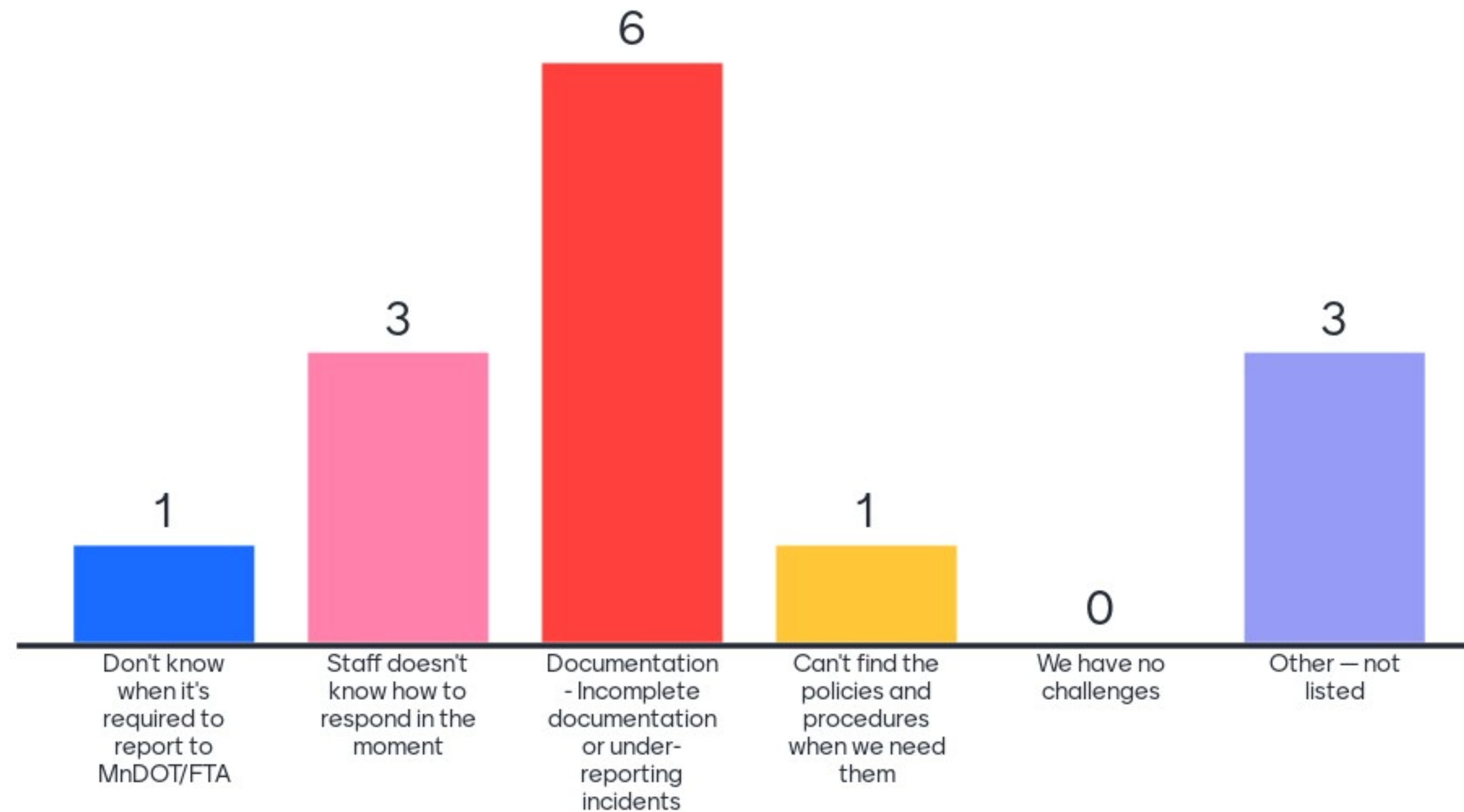# This Meeting is Being Recorded — Tennessen Warning

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What are the biggest challenges your agency faces when it comes to responding to incident / accidents?

Bar chart:
- Don't know when it's required to report to MnDOT/FTA: 1
- Staff doesn't know how to respond in the moment: 3
- Documentation - Incomplete documentation or under-reporting incidents: 6
- Can't find the policies and procedures when we need them: 1
- We have no challenges: 0
- Other — not listed: 3

Mentimeter

Resources from Spring Workshop saved on RTAP website: Incident / Accident Response Best Practices & Templates

→ Master Checklist

→ Driver Visor Example

→ Courtesy Card Example

→ Injury Report Template

→ Incident Report Template

→ Vehicle Accident Report Template

→ Driver Handbook Incident/Accident Response Section Template

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Introductions

1. Name

2. Agency/Role

3. What is your biggest challenge with incident / accident response?

4. What are you hoping to get out of this meeting?

Incident/ Accident Challenges Discussion

→ Where do your keep resources for responding to incidents / accidents?

→ Outline or add to list of challenges

Beyond the Bus

→ Do non-driver employees receive training on incident / accident response and reporting? Should they?

→ Does your agency do anything with the data you collect about incidents / accidents?

What other resources would be helpful?

→ Solutions from the group

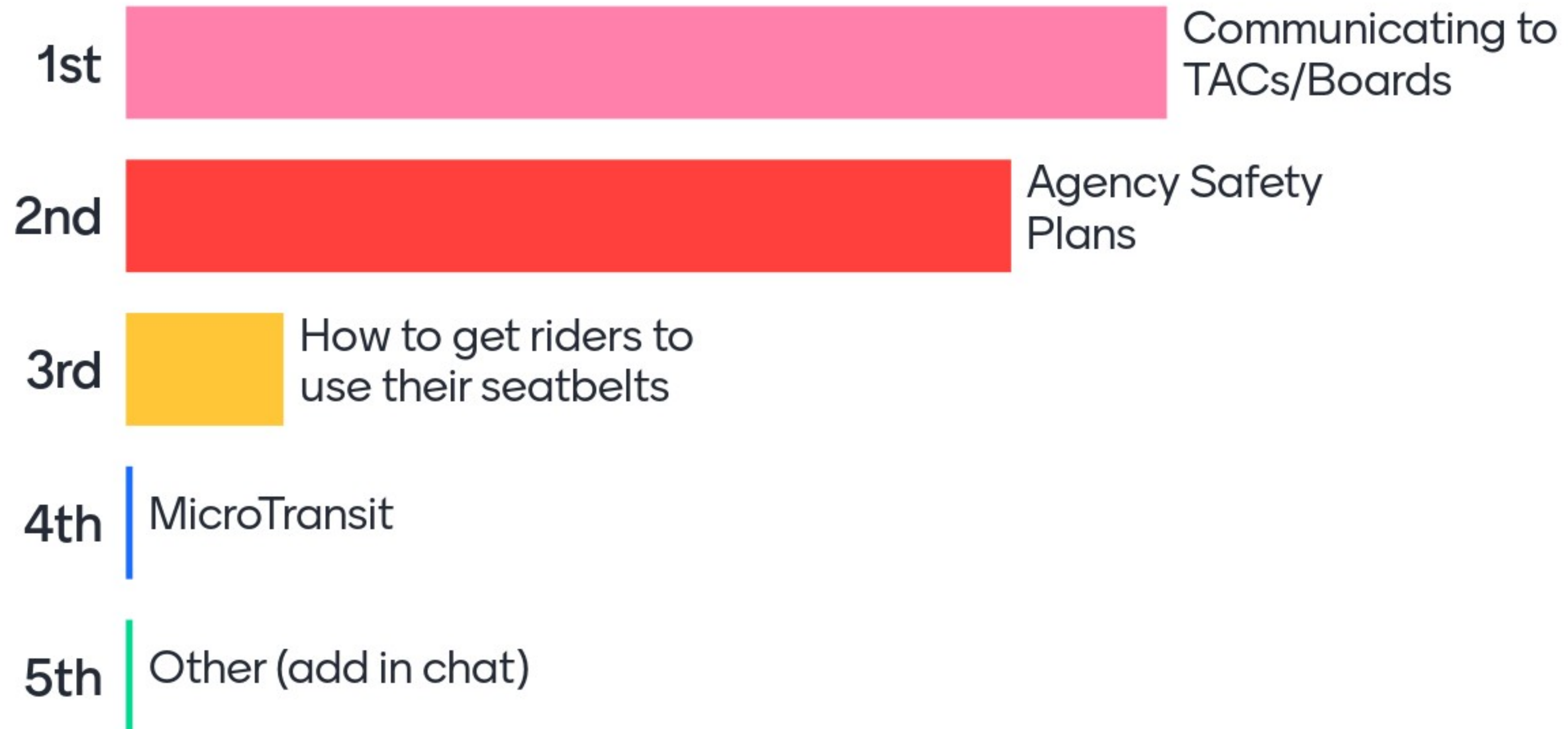# Next Steps?

Process Observer Report

What went well?

What could be better?

Parking Lot Attendant Report

What should the next session be?

1st — Communicating to TACs/Boards

2nd — Agency Safety Plans

3rd — How to get riders to use their seatbelts

4th — MicroTransit

5th — Other (add in chat)

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Next Roundtable June 14

Ask me anything

0 questions
0 upvotes