



12.04 Collisions involving CFA vehicles

Operational Procedure

Section 1 - Purpose and Objectives

(1) To ensure that the circumstances surrounding collisions involving CFA vehicles are accurately recorded and appropriately investigated to enable monitoring and review.

Section 2 - Scope

(2) This procedure applies to all CFA members who are involved in collisions involving CFA vehicles or that occur due to the presence of a CFA vehicle.

Section 3 - Procedure

Immediate actions when involved in a collision

(3) Stop the motor vehicle, comply with all legislative requirements; and immediately render any assistance required.

(4) Provide name, address, vehicle registration number and vehicle owners's name to others involved in the accident and to the police if present at the scene of the accident; and

(5) Report in person the full particulars of the accident to the nearest open police station if anyone is injured or if any property is damaged or destroyed and the police are not present at the scene of the accident.

(6) The driver and/or crew members should ensure:

- a. all passengers can safely exit the vehicle, where safe and practical to do so.
- b. the scene is made safe for person(s) and/or vehicle(s) approaching the area, where safe and practical to do so.
- c. the collision scene and any associated evidence are preserved for potential collision investigations.

Reporting the collision

(7) All collisions no matter how minor must be reported to CFA.

(8) Requirements during operational activities:

- a. The driver or crew leader must report the collision to Firecom as soon as practical.
- b. When attached to an IMT, notification is to be undertaken via IMT chain of command.
- c. Firecom or IMT is required to notify the State Duty Officer (SDO)/ District Duty Officer (DDO).
- d. Where applicable, Firecom shall dispatch other appliances to the incident.

(9) Requirements during non-operational activities:

- a. Report via 000 or Firecom if appropriate or when injuries have occurred.
- b. Report the collision to the relevant Group Officer, Captain, District Assistant Chief Fire Officer or Manager where damage to the vehicle has occurred.
- c. Advise the SDO of the collision and/or damage. The Group Officer, Captain, District ACFO and/or Manager is required to ensure this occurs.

Note: During interstate deployments (except normal support arrangements), the CFA Interstate Liaison Officer will contact the SDO.

(10) The State Duty Officer must ensure that CFA Motor Vehicle Collision Investigation Team and District Assistant Chief Fire Officer are notified for any incidents where:

- a. A major collision occurs.
- b. An injury or death occurs to a CFA member and/or non-CFA members are involved.

Collision Reports

(11) The State Duty Officer is required to liaise with the District Duty Officer and/or Manager to ensure the follow occurs:

- a. A CFA Safe must be completed by the driver or the next in charge.
- b. A Motor Vehicle Collision Investigation Form and a [CFA insurance claim](#) must be completed as soon as practical.

(12) The relevant district or HQ directorate will liaise with CFA Insurance Services and plan the vehicle's repair.

Investigation of Collisions

(13) The relevant Assistant Chief Fire Officer or Manager should ensure that a preliminary investigation is undertaken and/or assess the circumstances of the collision and decide on appropriate action(s). The State Duty Officer/District Duty Officer and/or Manager will consult with the relevant Group Officer, Captain, Commander or Manager to decide on appropriate actions. Options include (but are not limited to):

- a. Formal investigation(s)
- b. Nil action taken
- c. Counselling of the driver
- d. Remedial training for the driver
- e. Suspension from driving for serious collisions or repeated incidents involving the same driver.

(14) In reference to actions listed in 11a-e, the driver may appeal in writing to the relevant Deputy Chief Officer to review any decision made.

(15) The driver's local ACFO, Commander or Manager shall advise any driver whose endorsement has been suspended as to the status of the investigation within fourteen (14) days of the collision and/or damage occurring.

After Action Review

(16) Depending on the seriousness of the collision after action review (AAR) may be conducted, to capture lessons learnt and identify any processes that may be required or improved due to the collision occurring.

Safety Notes

(17) Drivers should undertake a dynamic risk assessment prior to exiting a vehicle after a collision.

(18) CFA members should consider wellbeing support for all persons involved.

Environmental Notes

(19) Every effort shall be made to contain spills where safe and practical to do so.

(20) Limit the impact on the environment and be respectful to landowners and culturally sensitive environments.

(21) Continually monitor the road/track to identify hazards, assess risks and select the best route according to safety and environmental requirements.

Section 4 - Definitions

Commonly defined terms are located in the CFA [Centralised Glossary](#).

Section 5 - Related Documents

Driving or Traveling in CFA and ESO Vehicles Operational Procedure

Driver Endorsement Operational Procedure

Safely recover disabled CFA vehicles Operational Procedure

Non-CFA members in CFA vehicles Operational Procedure

CFA members driving private vehicles when involved in operational activities Operational Procedure

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Accountable Officer	Garry Cook Deputy Chief Officer Operational Response & Coordination
Responsible Officer	Tim Connor Manager Operational Doctrine
Author	Tracey Parkhill
Enquiries Contact	Operational Doctrine and Training

Glossary Terms and Definitions

"CFA member" - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

"CFA vehicle" - All vehicles owned or operated by CFA or any Group or Brigade. This includes FRV vehicles being driven by an FRV Secondee.

"Next in Charge" - Next in Charge - the supervisor or manager directly in charge of a CFA member or Labour Hire Contractor e.g. for a volunteer this would be a Lieutenant, Captain, Deputy Group Officer, Group Officer or Commander; for an employee / labour hire contractor this would be their direct manager.

"Operational activities" - CFA approved, coordinated or pre-planned action, or series of actions, in response to and in support of a potential or existing emergency incident, including training and exercises.

"Dynamic Risk Assessment" - The continuous assessment and control of risk in the rapidly changing circumstances of an operational incident. DRA is an intuitive thought process and is typically not recorded.

"Firecom" - The callsign for day to day / normal radio communications to CFA vehicles and aircraft.