



CRASH INVESTIGATOR

GENERAL RESPONSIBILITIES:

Under the direction of the Risk Manager, the position is responsible for conducting crash investigations for the division; filing all claims with the automobile insurance carrier; analyzing all vehicular incidents and providing recommendations for corrective measures; ensuring crash data compliance with the Virginia Department of Education and assisting with the annual School Safety Audits.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Respond to vehicular crash calls; perform forensic investigation to obtain information to prepare reports for the division and other agencies.
- Assist law enforcement officers at crash sites.
- Resolve complaints; document information and prepare accurate and concise written reports for automobile insurance carrier.
- Coordinate vehicle crash/incident claims with the automobile insurance carrier and /or collect reimbursements from subrogation claims.
- Gather and prepare all documentation and appeals from employees for the monthly Transportation Crash Review Board Meetings.
- Review and maintain employee crash records for all personnel operating a VBCPS vehicle.
- Confer and communicate with local, state, and federal agencies regarding traffic compliance and safety issues, crash rates, and abuse/misuse of school buses, vehicles, and equipment.
- Maintain crash/incident statistics and perform analysis of crash/incident trends.
- Enter crash data into the Virginia Department of Education Crash/Incident Tracking system.
- Communicate crash/incident statistics and provide recommendations for corrective actions to the Office of Transportation Services.
- Inform the division's workers' compensation and general liability insurance carrier of all staff and student injury reports.
- Serve as a witness during disciplinary and/or traffic court hearings, as directed by the Risk Manager.
- Process all VBCPS vehicle vandalism reports; track all vandalism costs involving division owned vehicles.
- Assist with in-service training programs offered by the Office of Transportation Services.
- Remain up to date with current trends in crash investigation publications and regulations.
- Perform related work as required.

Safety Audits

- Assist with the annual auxiliary building safety audits to include risk identification, evaluation, and recommendation for corrective action as appropriate.
- Assist with the annual school safety audits and stadium risk assessments; provide recommendations for corrective action as appropriate.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a thorough knowledge of crash prevention; investigative techniques; state and county traffic laws, and rules and regulations relating to pupil transportation. Must be detailed oriented when collecting and examining evidence from various traffic crashes/incidents. Must have the ability to survey vehicle crash sites, locate witnesses, and record their statements; and inspect the damage caused to all vehicles involved. Must have the ability to work independently and collaboratively with law enforcement to conduct crash investigation analysis, while considering external factors such as weather conditions, stopping distances, road layout, design, and conditions of vehicles. Must have the ability to learn, use, and apply the Global Positioning System (GPS) and; interpret map scales and electronic maps. Must have the ability to interact and work with staff, students, and the community in a confidential and collegial manner. Must have the necessary oral and written communications skills to facilitate presentations and training sessions, as well as convey and receive information and ideas. Must be proficient in the use of Microsoft Suite, and Outlook, and other specialized programs associated with the position.



VIRGINIA BEACH CITY PUBLIC SCHOOLS

CHARTING THE COURSE

EDUCATION AND EXPERIENCE

Required: Bachelor's degree in a related field such as loss control, risk management, public safety, or law enforcement. Three (3) years of investigative experience in the areas of automobile, property and general liability insurance or other appropriate occupation.

Preferred: Experience with the use of the Global Positioning System (GPS). Five (5) years of investigative experience in the areas of automobile, property and general liability insurance or other appropriate occupation.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing, stooping, and crouching. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, unpleasant odors, extreme vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Must have or be able to obtain a valid Virginia Commercial Driver's License.

Must have a yearly physical examination as required by the Code of Virginia and regulations of the Board of Education.