



## Loss Prevention Program

Governance Section: Operations

Revision Date: 4/22/2021

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### Purpose

To establish a Loss Prevention Program for the Pool and its Members to reduce risk and, therefore, reduce loss.

### Authority

1. RCW 48.62.031(3)(a) (“provide for risk management and for loss control services”),
2. WAC 82-60-040 (a pool “shall have a written risk management program”), and
3. Interlocal agreement, section 3e (“provide for risk management [and] loss control”).

### Policy Statement

1. Introduction
  - a. The Pool shall continue its Loss Prevention Programs which shall include the analysis of information and data regarding the claims, events, and losses of its Members.
  - b. This information and data shall be reviewed and analyzed to identify current and emerging losses and trends. Following such analysis, the Pool may make specific recommendations to Members that will reduce the likelihood of claims and losses.
  - c. It is not the intent of the Loss Prevention Program to supplant a Member’s own programs or to curtail operational creativity.
2. Data collection
  - a. The Pool collects Member data and information on losses, claims, and events and this information may be utilized for loss prevention purposes.
3. Components of program
  - a. Analysis. Based upon Member loss experience, the Pool shall review Member losses and loss trends. Following this review the Pool shall make specific recommendations on how to enhance safe operations and avoid injury, property damage, and service interruptions. The Pool will provide reports of its analysis and recommendations to Members on a regular basis.
  - b. Training. The Pool will coordinate training and education as appropriate.
  - c. Information exchange. The Pool shall implement programs that will allow and encourage Members to share information, resources, and solutions with one another on common issues and problems.
  - d. Member programs. The Pool shall assist and support Members by establishing Member programs that may assist or support Members’ own programs or otherwise enhance loss prevention activities.
  - e. In Person Member Visits. Pool staff prioritizes in person visits to Members annually.
4. Best Practices
  - a. Definition. Since all Pool Members are in the public transit service business, they may have many loss exposures in common. Some of these common loss exposures can be addressed and reduced by uniform solutions. Best Practices are a comprehensive and integrated package of transit-specific recommendations, requirements, or trends.

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- b. Types of Best Practices. There are two types of Best Practices: (1) advisory Best Practices—non-obligatory recommendations and (2) mandatory Best Practices—a mandatory directive and obligation.
- c. Adoption of advisory Best Practices. Advisory Best Practices may be promulgated by the Pool’s Executive Director or Executive Committee. An advisory Best Practice adopted by the Executive Director will be presented to the Executive Committee.
- d. Adoption of mandatory Best Practices. Mandatory Best Practices must be adopted or amended by the Board.
- e. Retention of adopted Best Practices. Adopted Best Practices shall be retained in a separate section on the Pool’s website.
- f. Review. Adopted Best Practices shall be reviewed every three years. Best Practices shall be reviewed by the Executive Director. They shall report the results of the review to the Executive Committee.


## Amendment

This policy may be amended by the Executive Committee.

Passed by the Executive Committee on April 22, 2021.

Attest:

Approved as to form:

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