



City of St. John's Corporate and Operational Policy

Policy: 03-10-07 Reporting of Motor Vehicle Accidents

Status:

Issued By: Public Works and Parks

Revision No: 2

Revision Date: 2005/06/21

**Date of Original Council
Approval:**

Rescind Date:

Index: 03 Human Resources

Section: 10 Vehicles

Title: 07 Reporting of Motor Vehicle Accidents

Purpose

Procedures to be followed in the event of an accident involving a City vehicle.

Policy Statement

1. In the event of any accident involving a vehicle or piece of equipment owned, rented, leased, or operated by the City, then the driver or operator shall immediately report the accident in the manner prescribed herein.
2. If during regular working hours, the report shall be made to the Fleet Division Clerk, or in the event of their absence, the Fleet Manager or the manager's designate. If after hours, the report shall be made to the Citizen Services personnel who will make contact with the Fleet Clerk on call. In either event, contact shall be established through the City's radio system, or else from the nearest available telephone.
3. The driver or operator, plus any passengers or attendants, and any other City employees who may have witnessed the accident, will wait at the site until the arrival of a Fleet Department Clerk, and will cooperate fully with him providing all necessary information. With the exception of an emergency no City employee will leave the site until told that his presence is no longer required.
4. This policy will apply to all accidents involving vehicles or equipment, regardless of type of accident, extent of damage or injury, or presumed liability.

5. This procedure is to be considered additional to any other requirements or obligations imposed by law or other authority upon people involved in an accident. To the same extent as any other licensed driver or operator, City employees are expected to be familiar, and to comply, with relevant laws, regulations, reporting requirements, etc., especially in the event of personal injury or significant property damage.

Application

Responsibilities

All employees operating City vehicles or equipment, Fleet Manager.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Department of Engineering and Works Policy Manual, Item 1101. Public Works and Environment Standing Committee report - December 18, 2001; Regular Meeting of Council - January 14, 2002. Finance and Administration Standing Committee report - June 8, 2005; Regular Meeting of Council - June 21, 2005.

Review Period

Available to Public

☒ Yes

☐ No