

POLICY NUMBER 2004-1
TYPE INTERNAL
BY CHIEF ADMINISTRATIVE OFFICER
SUBJECT MOTOR VEHICLE ACCIDENTS /
EFFECTIVE DATE SEPTEMBER 22, 2004

MOTOR VEHICLE ACCIDENT / OCCURRENCES

PURPOSE

THE PURPOSE AND INTENT OF THIS POLICY IS TO PREVENT MOTOR VEHICLE ACCIDENTS THROUGH A PROCESS OF REPORTING AND REVIEW.

PREAMBLE

AS OPERATORS OF NUMEROUS PIECES OF EQUIPMENT, INCLUDING VEHICLES USED FOR EMERGENCY PURPOSES, THE TOWN OF WOODSTOCK HAS A HIGH EXPOSURE TO MOTOR VEHICLE ACCIDENTS. THIS, TOGETHER WITH THE NATURE OF OPERATIONS IN HEAVY TRAFFIC AND DURING ADVERSE WEATHER CONDITIONS MAKE IT IMPERATIVE TO REDUCE THE RISK OF INJURY AND LOSS. INSURANCE COSTS ARE A DIRECT REFLECTION OF OUR EXPOSURE TO RISK AND OUR EXPERIENCE.

APPROACH

THE POLICY PROVIDES FOR THE FOLLOWING APPROACH TO RISK MANAGEMENT:

1. DRIVER EVALUATION AND TRAINING.
2. EVALUATION OF ACCIDENTS AND OCCURRENCES.

POLICY

1. THE TOWN OF WOODSTOCK SHALL ENSURE THAT ALL EQUIPMENT OPERATORS AND DRIVERS HAVE THE REQUISITE SKILLS AND ABILITY TO OPERATE VEHICLES AND EQUIPMENT. IN ORDER TO ACCOMPLISH THIS, EMPLOYEES MAY FROM TIME TO TIME BE EVALUATED. THE PURPOSE OF ANY EVALUATION IS TO DETERMINE AN EMPLOYEES SKILL LEVEL AND NOT FOR ANY DISCIPLINARY ACTION. THE EVALUATIONS WILL IDENTIFY TRAINING NEEDS, EITHER GENERAL OR FOR SPECIFIC EMPLOYEES.
2. WHENEVER AN ACCIDENT OCCURS, THE DEPARTMENT HEAD SHALL CONDUCT AN INVESTIGATION TO DETERMINE THE CAUSE. A WRITTEN REPORT, INCLUDING STATEMENTS FROM THE VEHICLE OPERATOR AND ANY EMPLOYEES WHO MAY HAVE WITNESSED THE ACCIDENT WILL BE PREPARED AND SUBMITTED TO THE CAO AS SOON AS POSSIBLE. POLICE AUTHORITIES WILL BE NOTIFIED AS APPROPRIATE.
3. AN "OCCURRENCE" IS DEFINED AS ANY EVENT WHICH CAUSES DAMAGE TO A MOTOR VEHICLE OR PIECE OF HEAVY EQUIPMENT IF THE EVENT HAPPENS IN AN AREA NOT COVERED BY THE MOTOR VEHICLE ACT (EXAMPLE TOWN GARAGE). REPORT AS NOTED IN SECTION 2 SHALL BE FILED FOR ALL OCCURRENCES WHICH RESULT IN DAMAGE TO MOTOR VEHICLES OR EQUIPMENT.