

# **TOWN OF ORFORD**

## **Vehicle/Equipment Incident Reporting Policy**

### **APPLICABILITY**

This policy applies to all employees who work for the Town of Orford who utilize Town-owned, leased or personal cars, trucks, and other motorized equipment, including trailers and towed equipment while performing the duties of their employment. This policy does not supplant or replace policies already in effect with the Orford Police and Orford Fire Departments.

### **PURPOSE:**

The purpose of this policy is to provide a concise record of incidents involving vehicles and related equipment and to prevent additional accidents through effective use of follow up procedures. Failure to comply with this policy will result in disciplinary action up to and including termination of employment.

### **A. REPORTING AN INCIDENT**

Any incident, involving a Town vehicle or personal vehicle being used for Town business, regardless of the extent of the damage, is to be reported to their Supervisor immediately, and the Selectboard within 3 business days. If damage is a result of a motor vehicle accident, the Town police officer will be notified immediately, regardless of the damage to the vehicle.

Employees involved in an incident will complete the Vehicle/Equipment Internal Incident Report to document the event. Blank Vehicle/Equipment Internal Incident Report forms will be kept in the glove compartment of each vehicle. Additional copies are available at the Town office.

### **B. PROCEDURE TO FOLLOW IN THE EVENT OF AN INCIDENT:**

The following procedure will be followed when there is an incident involving a Town of Orford vehicle, including trailers or other mobile equipment, or a personal vehicle being used for Town business.

1. Move vehicle to the side of the road, if it can be moved safely.
2. Stop vehicle, turn off engine, and use flashers or warning lights. If you are blocking a lane of travel, move vehicle to side of road.
3. Call 911 if there are injuries.
4. When the police arrive, cooperate and tell them what occurred.
5. Assist any injured person, but DO NOT move them unless absolutely necessary to prevent further injury. Otherwise, move to a safe place.
6. As soon as possible, the driver or a co-worker must immediately contact his/her supervisor to report the incident and the status of all employees.

7. **Supervisors, or their designee**, will report to the scene of all incidents. Upon arrival, the supervisor shall:
  - view the scene of the incident
  - interview the employee and
  - take digital photos of the scene and personnel. Copies of the photographs will be attached to the Vehicle/Equipment Internal Incident Report and become part of the record of the incident.
8. **The driver** will complete the Vehicle/Equipment Internal Incident Report and give it to the supervisor. If the driver is for any reason unable to complete the report at the scene, the driver will give a verbal report to the supervisor, and complete the form in writing as soon as practicable. The Vehicle/Equipment Internal Incident Report and the police report number shall be provided to the Town's Administrative Assistant within 24 hours.
9. **All Town employees involved in the incident** must complete an Employee Incident Report at the scene of the accident whether or not an injury was sustained. The Employee Incident report shall be provided to the Town's Administrative Assistant within 24 hours.
10. Supervisors, or their designee, are responsible for seeing that employees have completed the Vehicle/Equipment Internal Incident Report and/or the Employee Incident Report as completely as possible.
11. If a moving citation is issued to the driver, the Town's Administrative Assistant must be notified within 3 days.
12. If the driver holds a Commercial Motor Vehicle license and is operating a commercial motor vehicle at the time of the incident, post-accident alcohol and controlled substance testing may be required. Testing is required when an accident involves a fatality **OR** the driver receives a moving violation citation arising from the accident **AND** 1) a vehicle must be towed, or 2) an injury requires immediate medical treatment away from the scene.
13. If the collision involves an unattended vehicle, the driver of the Town vehicle shall contact the police immediately and, with their assistance, endeavor to contact the owner of the vehicle.
14. If the incident involves a hit and run, or the other party refuses to remain at the scene or provide information, the driver of the Town vehicle should remain at the scene and contact the police in order to document the details of the incident.
15. No repairs, appraisals or alterations to Town vehicles will be conducted without the written authorization of the Town's Selectboard.