

Town of Happy Valley-Goose Bay

Title: Accident Report	Internal/External:
Department: Public Safety	Policy Number: PS0001
Approval Date: January 28, 2025	Implementation Date: January 28, 2025
Authority: 13th Council	Page: 1 of 1

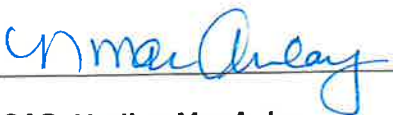
Policy Statement

1. All accidents involving Town equipment, vehicles, and employees shall be reported on the Accident Report Form within twenty-four hours of the incident.
2. Employee that is involved in the accident shall report the accident to his/her immediate Supervisor or the Chief Administrative Officer (CAO). The employee shall then complete an Accident Report Form and submit it to their immediate Supervisor or CAO along with a copy to the department head and the Director of Protective Services (DPS).
3. The Municipal Enforcement Officer (MEO) and DPS shall investigate and update an Accident Report Form and submit it to the CAO.
4. Persons who have had their vehicles, equipment, or property damaged by the Town shall provide to the CAO three (3) estimates for repairs of the damage and also an written report of what happened.
5. The CAO shall submit all documents to the Town's Insurance agency for approval.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.



Mayor, George Andrews



CAO, Nadine MacAulay