



Town of Happy Valley-Goose Bay
Policy Statement

Index: Public Safety		Policy Number: PS0001	
Approved Date: October 30, 2000	Effective Date: October 30, 2000		Revision Date: May 28, 2013
Authority: 10 th Council of the Town of Happy Valley-Goose Bay			Page 1 of 1

Topic: ACCIDENT REPORT

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 Town Manager. The employee shall then complete an Accident Report Form and submit it to the Town Manager with a copy to the department head.
3. The Community Constable shall investigate and complete an Accident Report Form and submit it to the Town Manager.
4. Persons who have had their vehicles, equipment, or property damaged by the Town shall provide to the Town Manager two (2) estimates for repairs of the damage and also an written report of what happened.
5. The Town Manager shall submit all documents to the Town's Insurance agency for approval.