



# County of Lethbridge Policy Handbook

**EFFECTIVE:** June 16, 2011

**SECTION:** 700 NO. 703 Page 1 of 6

**APPROVED BY:** County Council

**SUBJECT:** Accident Reporting  
Procedure, Liability

**REVISED DATE:**

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## Purpose / Objective

The objective of this policy is to ensure that everyone employed by the County of Lethbridge follows the same reporting process so that the County of Lethbridge and its employees are protected from litigation and other actions arising from incidents.

## Authority

The National Safety Code as well as Federal and Provincial law require the County of Lethbridge to have Fleet policies as well as Fleet safety policies in place to aid in tracking and record keeping of accidents in each employee's file.

## Enforcement

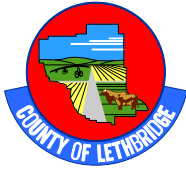
Enforcement of this policy is the responsibility of the County of Lethbridge management team as well as employees.

## Accident Reporting Procedure, Liability

In the case of an accident the driver shall follow all steps as stated in the "What to Do If You Are Involved in an Accident", unless he/she is incapacitated, in which case an agency representative will respond.

Rendering Assistance at Unattended Accidents- If a driver comes upon an unattended accident, the county vehicle will stop and the operator will give assistance within provincial law, and his or her ability.

Implemented policy and process are to be followed for official notification by the driver of a county vehicle or a private vehicle being used for county business that he or she has been involved in a traffic accident or other incident. The increasing number of accidents involving county vehicles or private vehicles involved in county business, and the associated liability exposure to the county that comes from these accidents or incidents requires that an official notification system be implemented to ensure that agency management and other appropriate individuals are notified immediately when an accident or incident occurs. Once notified, agency management can then take whatever actions that are appropriate, including but not limited to; (1) to officially investigate the accident or incident; (2) discipline the driver if appropriate; (3) contact other associated county operations such as Fleet Services and Safety and inform them of the accident or incident.



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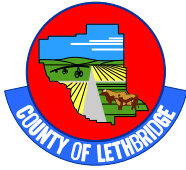
Any authorized county vehicle operator using a county vehicle, or a private vehicle for county business, who is involved in any way in a traffic accident, or who experiences any vehicle property damage from an accident or other occurrences, or who is injured or whose passengers hurt in any way while riding in a vehicle, shall immediately inform his or her supervisor, safety office, and fleet supervisor. The supervisor shall then be responsible to inform the director of the department in which the employee is working or in which the individual is volunteering his or her time.

Immediate notification may take the form of a phone call to the appropriate parties, followed by a written report within 24 hours, explaining:

- a) What occurred (description of the facts of the incident).
- b) Who was involved in the accident (names and addresses and/or phone numbers of all parties involved)?
- c) Description of the damages to all vehicles and the approximate cost of the repairs if known.
- d) Type and nature of injuries to driver, any passengers, to others.
- e) If the accident was investigated by a peace officer, the officer's name and employing department. (If the officer provides any type of report of his investigation or any other written documentation, a copy of his material and the case number of the occurrence investigation should be attached to the employee report.

In any instance in which the driver of a county vehicle (or a private vehicle involved in County business) has cause to believe that unclaimed or potential claims of damage or injury to a county vehicle or private vehicle(s), to the passengers or to other people involved in an accident or incident, may have occurred, the driver shall immediately notify his or her supervisor who shall then inform the department head and Fleet Services of this occurrence.

Immediate notification may take the form of a phone call to the appropriate parties. Verbal notification shall be followed up by a written report, narrating the items discussed.



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All vehicle accident reports shall be completed and sent to the Supervisor of Fleet Services, where the report is reviewed and forwarded to the safety officer. The individual involved in the accident and his/her department head will be notified officially in writing pertaining to the outcome of the decision and recommendations of the accident disposition.

The department head, upon receipt of the notification of an accident, may initiate an investigation of the incident or take other actions that he or she deems prudent or appropriate.

If the department head or supervisor, after a review of the employee's actions and the facts surrounding the accident or incident, determines that disciplinary actions against the employee is appropriate, he or she may take whatever action is deemed suitable based on the severity of the violation. All disciplinary actions shall be taken in accordance with the agency's policy. Such disciplinary actions may or may not include:

## Preventable Incident

A letter of warning issued to the employee; \* A letter of reprimand that will be placed in the employee's file; \* Suspension without pay or employee termination may be recommended for repeat occurrences.

## Preventable Accident

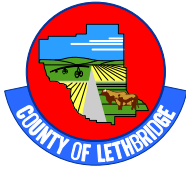
A letter of reprimand that will be placed in the employee's file; \* Suspension without pay or employee termination may be recommended for repeat occurrences.

## Failure to Report an Accident

Failure to report an accident or incident to Support Services or appropriate supervisor within 24 hours may result in a letter of reprimand or other disciplinary action. Extenuating circumstances which prevent the employee from reporting within 24 hours will be reviewed by the Safety officer.

The agency will not have a vehicle repaired without first contacting and gaining approval from Fleet Services.

If a vehicle is being repaired due to an accident, Fleet Services will make every effort to provide a loaner vehicle if one is available.



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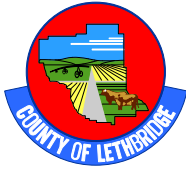
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The user agency is responsible to pay the insurance deductible amount on any accident or damage to a county or leased vehicle. The exception to this is when another vehicle is involved and is at fault and compensation is received.



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## What if I am involved in an accident?

1. *Stop Immediately! You will be penalized severely for failing to stop at the accident in which you are involved.*
2. *Render Aid. If possible, find someone trained in first aid. Until medical help arrives, avoid moving anyone who is injured unless such actions are necessary to prevent further injuries.*
3. *Immediately Contact The Police. If the accident results in injuries, death, or property damage, you must notify the Police as soon as possible. This rule applies to all types of accidents regardless of whether another driver is involved.*
4. *Exchange Information. The following information should be exchanged between the drivers or other persons involved in the accident:*

*\*Name and Address*

*\*Vehicle registration*

*\*Driver's License number*

*\*Insurance Co. and Policy number*

*If the owner of an unattended vehicle is not present, leave a note with the following information:*

*Your name and address*

*County of Lethbridge*

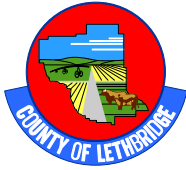
*905 - 4<sup>th</sup> Ave South*

*Lethbridge, Alberta*

*T1J 4E4*

*Telephone: (403) 328-5525*

*If you have a camera available take pictures of the scene and damage to property and vehicles.*



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5. *Vehicle Examination. The County employee will make an examination of the other vehicle and if possible ask a witness for help. Note the extent of damage to the other vehicle .If you have a camera available take pictures of the scene and damage to property and vehicles. Note most cell phones now have cameras.*
6. *Making Statement. The county's insurance adjuster alone has the authority to settle claims. DO NOT instruct anyone to repair your vehicle or the other driver's vehicle. DO NOT make statements or comments for the county.*
7. *Vehicle Towing. If the county vehicle is immobilized, contact Fleet Services for instructions at (403) 732-5333 during business hours, or call (403) 328-5525 after hours and page the emergency pager. If the vehicle is drivable you may drive it back to the county garage or contact Fleet Services for more information.*
8. *Accident Reporting. All county employees must immediately report all accidents, even minor damage to Fleet Services, **FAILURE TO REPORT VEHICLE DAMAGE COULD RESULT IN DISCIPLINARY ACTION. VEHICLES WILL NOT BE REPAIRED UNTIL A POLICE AND AN INCIDENT REPORT HAS BEEN FILLED OUT AND SIGNED BY THE DRIVER.** Note damage over \$2,000 must have a police report to be repaired.*