

PATHWAYS ABILITIES SOCIETY

POLICY: MOTOR VEHICLE ACCIDENT AND VEHICLE DAMAGE REPORTING

Applies to: All Personnel

Original Approval Date: May 31, 2004

Date Board Approved: January 28, 2013

Replaces Policy Dated: September 12, 2011

Board Member's Signature

PREAMBLE

Pathways Abilities Society is committed to ensuring an efficient and effective approach for reporting motor vehicle accidents and addressing damaged vehicles. A thorough knowledge of the procedures is mandatory for implementation of an effective and practiced level of efficiency in the event of an accident or damage. The procedures strictly represent reporting not the actions taken in the event of an accident.

Motor Vehicle Accident: Collision occurs.

Vehicle Damage: Damage not involving another non-Pathways Abilities Society vehicle including vandalism.

POLICY

Pathways Abilities Society will ensure all staff is thoroughly oriented to the Motor Vehicle Accident Reporting procedure, Motor Vehicle Accident Report form and Transportation policy and procedure.

Pathways Abilities Society staff will adhere to the Pathways Abilities Society Transportation policy and procedures and the Motor Vehicle Accident and Vehicle Damage Reporting procedures.