

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: MOTOR VEHICLE ACCIDENT AND VEHICLE DAMAGE REPORTING**

**Applies to:** All Personnel

**Effective/Revision Date:**

May 31, 2004  
September 12, 2011  
November 30, 2011  
January 25, 2013  
February 22, 2021

#### **Motor Vehicle Accident**

1. After the accident stop immediately (if safe to do so), turn off engine and turn on 4-way flashers.
2. Investigate situation and assist any injured persons.
3. If injuries occurred, call 911 immediately.
4. Give your name, address, license plate number and driver's license number to the other party whether requested or not. Get the same information from all affected parties. If they refuse, record their license plate number.
5. If possible, get pictures of the scene.
6. Obtain names and telephone number of any potential witnesses.
7. DO NOT ADMIT LIABILITY.
8. Do not discuss accident with anyone other than Police, representatives of ICBC and Pathways Abilities Society Management.
9. Provide witness list and statement of facts to investigating officer.
10. Advise ICBC if injuries have occurred and/or if property of others is damaged.

#### **Reporting**

1. Complete the Pathways Abilities Society Motor Vehicle Accident Report form located in the glove compartment of the vehicle and in the forms binder and give it to your supervisor. Include the ICBC Claim Number, if applicable, on the form. They will forward the report to the executive director.
2. The vehicle driver must report an accident to ICBC without delay if the incident:
  - Involves another vehicle not owned by Pathways Abilities Society.
  - Causes injuries either to those in the Pathways Abilities Society vehicle or to third parties.
  - Causes damage to property of others.

3. The executive director gives the completed form to the person responsible for the vehicles.

4. They assess repair needs, coordinates the repairs and gives the completed form to the Activity Quality Assurance Manager for filing.

### **Damaged Vehicles**

1. Complete a Damaged/ Missing Item Report. Give the completed form to the supervisor.

2. The supervisor determines, if because the damage was crime related (e.g. vandalism), to report the incident to the Police.

3. The supervisor gives the completed form to the executive director. The executive director gives the completed form to the person responsible for the vehicles.

4. They assess repair needs, coordinates the repairs and gives the completed form to the Activity Quality Assurance Manager for filing.