
DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **Reporting Accidents**

Minutes reference date: September 8, 1992 pages 24 - 25
1st Revision date: March 26, 2007

POLICY STATEMENT:

Following any accident involving Town owned vehicles, a report shall be filed with the applicable Department Head who will then forward a copy to the Chief Administrative Officer. The Chief Administrative Officer will advise the Town's insurer of any pending claim.

PURPOSE:

To ensure the Town's insurer has immediate notice of any pending claims so that a proper investigation can be initiated.