



POLICY NO.: L-14

DATE ADOPTED: FEBRUARY 17, 2010

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Policy on Reporting Requirements for Accidents Involving Town-owned Vehicles

- Purpose:** The Board of Selectmen and Town Administrator agree to establish a policy on reporting requirements for accidents involving town-owned vehicles.
- Policy:** Should any employee of the Town be involved in a motor vehicle accident with a town-owned vehicle they must immediately report the accident to their department head and complete a Property Loss Notification Form, which is to be forwarded to the town's insurance carrier, together with an Accident Report. The department head shall ensure that the Town Administrator is notified of the accident and copies of the Property Loss Notification Form and Accident Report are to be forwarded to the Office of the Board of Selectmen/Town Administrator. Should the employee involved in the motor vehicle accident with a town-owned vehicle be a department head, he/she must immediately report the accident to the Town Administrator who will email members of the Board of Selectmen to advise them of the situation.