



ACCIDENTS INVOLVING BREAKAWAY MOTOR VEHICLES

PURPOSE:

To clarify policy and procedures for reporting any damage sustained to motor vehicles owned or leased by Breakaway Toowoomba Inc.

SCOPE:

- Reporting process

POLICY:

- 1 Any damage to a motor vehicle owned or leased by Breakaway Toowoomba Inc. must be reported to the Executive Officer immediately.
- 2 When another motor vehicle is involved in an accident with a Breakaway Toowoomba Inc. vehicle no discussion regarding liability must be entered into as this could render our insurance cover void.
- 3 When a Breakaway vehicle is involved in an accident a written report outlining the details of the accident must be completed and given to the Executive Officer within 24 hours of the accident.
- 4 When general damage has occurred to other property through a motor vehicle accident it must be noted in the accident report, which must be completed and given to the Executive Officers within 24 hours.

PROCEDURE:

- 1 Check first for injury and call for an ambulance if necessary. If injury has occurred, Police must also be notified. Regardless of circumstances staff must contact Executive Officer at the earliest convenience.
- 2 If damage to the vehicle is estimated to be more than \$2,500 Police must be called.
- 3 Immediately upon sustaining damage staff member involved will exchange information with the other driver but entering into no discussion regarding liability. Copies are to be forwarded to the Executive Officer.

Reviewed 11th January 2010

Ratified by Management Committee: 21st January 2010

Review Date: January 2011

P:\Policies\ACCIDENTS INVOLVING BREAKAWAY MOTOR VEHICLES.doc

Approved:

- 4 If the vehicle requires towing, use an authorised RACQ operator and have vehicle towed to secure premises (Staff are to check the ID of the tow truck driver and credential as an RACQ operator).
- 5 Executive Officer will arrange to obtain quotations for repairs within two working days as per insurance company requirements.
6. Executive Officer will liaise with the organisations insurance company, and comply with their instructions.
7. Executive Officer is to finalise all procedures and actions required to complete the satisfactory repairs/replacement of vehicle.
- 8 If general property has been involved in the accident, staff must complete any all relevant report(s).
9. If the vehicle has been maliciously damaged the Police and Executive Officer must be notified immediately.

Approved (Executive Officers) David Bell Date 21.01.10

Approved (Chairperson) Paul E. Derrin Date 21.01.10