



ACCIDENTS INVOLVING SUPPORT WORKERS PRIVATE MOTOR VEHICLES

PURPOSE:

To clarify policy and procedures for reporting any damage sustained during a scheduled Breakaway support session to motor vehicles owned or leased by a support worker.

SCOPE:

- Reporting process

POLICY:

1. Any damage to a motor vehicle owned or leased by a support worker occurring during a Breakaway support session must be reported to the Executive Officers immediately.
2. In accidents/or damage where the driver is deemed at fault the staff member is responsible for the excess unless negotiated with a Executive Officer
3. When a Support workers vehicle is involved in an accident a written report outlining the details of the accident must be completed and given to the Executive Officers 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 Officers at the earliest convenience.
- 2 If damage to the vehicle is estimated to be more than \$2,500 Police must be called.

Reviewed 11th January 2010

Ratified by Management Committee: 21st January 2010

Review Date: January 2011

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Approved: 

- 3 If general property has been involved in the accident, staff must complete any all relevant report(s).

5. The support worker is required to complete all necessary actions in regards to the successful lodgement of the claim with their insurance company. Breakaway Executive Officers are available to provide assistance if required

Approved (Executive Officers) David Bell Date 17. 12. 09

Approved (Chairperson) Paul O'Brien Date 17. 12. 09