

TRANSPORTATION - DIVISION VEHICLES (excluding buses)

Accident Insurer Guidelines

1. Passenger needs are primary. Check for injuries and administer or arrange for first aid as quickly as possible.
2. Call for an ambulance and the RCMP as required.
3. The driver shall arrange for alternate transportation for the passengers if required.
4. The driver shall notify the Director of Transportation or designate of any transportation/vehicle accidents/incidents. Even in minor cases, if the vehicle collides with anything the Director of Transportation must be notified.
5. The driver shall obtain the insurance and operator information if there is another vehicle involved.
6. The driver shall provide names of injured passengers to the Director of Transportation or designate.
7. The driver shall submit an OH&S "*Incident Report*" and driver written statement to the Director of Transportation.
8. If no medical attention is required for passengers and no specific instructions in this regard are received, then passengers involved in the accident may leave the scene when safe to do so.
9. The Director of Communications or designate shall be the media contact person.
10. It is the responsibility of the RCMP to notify families in the event of death.

Reference: Highway Traffic Act

Forms: OH&S "Incident Report"

Revised: November 2022