



TOWN OF ATLANTIC BEACH

125 WEST FORT MACON ROAD
ATLANTIC BEACH, NORTH CAROLINA

SUBJECT: POLICY ON COLLISION INVESTIGATION INVESTIGATION INVOLVING TOWN EMPLOYEES AND/OR VEHICLES

PURPOSE: To establish guidelines for investigation of all accidents involving Town vehicles or privately-owned vehicles while the driver thereof is actively engaged in official Town business.

STATEMENT OF POLICY: If while operating a Town owned vehicle or a privately owned vehicle in performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, he or she shall:

1. Request that all parties and properties concerned remain at the scene of the accident if possible until a law enforcement representative has released them.
2. All collisions involving town vehicles or persons on duty and actively engaged in Town business will be investigated by a police agency.
 - a. If occurring outside the Town, the collision will be investigated by the police having jurisdiction.
 - b. If occurring within the Town and involving property damage or a minor (non-hospitalizing) injury, the collision will be investigated by the Atlantic Beach Police Department.
 - c. If occurring within the Town and the collision results in a fatality or injury requiring immediate hospitalization of any party, the accident will be investigated by an outside authority. Selection of an outside authority will be handled by the Atlantic Beach Police Department at the scene.

3. The employee is to refrain from making statements regarding the accident with anyone other than the investigating law enforcement representative, appropriate Town officials, and representatives of his or her own insurance company if the employee's privately owned vehicle is involved. Statements made to investigating authorities should be confined to factual observations.

4. A copy of all police reports and any statements attached thereto will be forwarded to the Town Manager within one working day.

If an employee is injured, procedures should be followed regarding on-the-job injury or illness.

EFFECTIVE: Immediately

DATE: July 24, 1998


Edward L. Sealover
Town Manager