

Administrative Procedures Manual	Administrative Procedure 561
	Division Vehicle Accidents
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: August 2025, January 2020, September
LEGAL REFERENCE:	Section 52, 53, 68, 197, 204, 222, 225 Education Act Occupational Health and Safety Act Traffic Safety Act Canada Revenue Agency Act Income Tax Act (Canada)

Background

All accidents, regardless of monetary damage, are of concern and shall be reported. All accidents will be investigated to determine if corrective action is required.

Procedures

1. In the event of an accident, the driver must attend to the following:
 - 1.1 Ensure personal health and safety.
 - 1.2 Render assistance to the other driver and any passengers.
 - 1.3 Secure emergency services (police, ambulance, fire) as may be required in the circumstances.
 - 1.3.1 Police reports are required if there is death, injury or property damage over two thousand dollars (\$2000.00).
 - 1.4 Meet all legal requirements by exchanging driver's license, vehicle registration and insurance information with the other driver.
 - 1.5 Inspect the Division vehicle to assess its condition, and to determine whether it is in safe mechanical condition.
 - 1.6 Notify his/her Supervisor.
2. If the incident is of a serious nature, the Supervisor will contact the Superintendent or designate.
3. The Supervisor and/or Safety Coordinator are to attend to the scene.
 - 3.1 Photographs and notes are to be taken.
4. The driver is to complete an Accident or Hazardous Incident Report, as the case may be, on [Hour Zero](#) to meet Occupational Health and Safety Act requirements. To assist in the accurate recording of information, refer to [Form 561-1 – Vehicle Accident Report](#), [Form 561-2 – Vehicle Collision Site Checklist](#) and [Form 561-3 – Witness Statement](#).
 - 4.1 The driver is to ensure a copy of the Motor Vehicle Collision Report, if so generated by the police, is provided to the Safety Coordinator.
5. In the event the accident results in death or the driver being admitted to hospital, the Government of Alberta's Workplace Health and Safety Contact Centre is to be notified at 1-866-415-8690.
 - 5.1 An Occupational Health and Safety investigation will be conducted.
6. The Secretary-Treasurer or designate will report the accident to the Division's insurer.
 - 6.1 The Director of Operations or designate will obtain necessary quotes for vehicle restoration.