

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: G. Paramedic Services	Effective Date: April 30, 2019
Topic: 3. Operations Directives	Replaces: May 30, 2010
Subject: 12. Collision Reporting	
Policy No. G.3.12.2019	Page 1 of 1

PURPOSE

To ensure Paramedic Services personnel are familiar with expectations in the event of a collision involving Manitoulin-Sudbury DSB fleet.

APPLICATION

Paramedics, Paramedic Superintendents, Senior Managers

PROCEDURE

In the event of any collision involving a Manitoulin-Sudbury DSB vehicle and a third party, without respect to incident severity, or where the collision results in personal injury, the vehicle operator shall notify the following:

1. CACC ACO
2. Paramedic Superintendent
3. Responsible Police Service

Where the collision involves only Manitoulin-Sudbury DSB property, and no personal injury has occurred, and damage is estimated to be less than \$2,000.00, and the vehicle remains operational, the vehicle operator shall notify the Paramedic Superintendent.

Following any collision that involves Manitoulin-Sudbury DSB vehicles, or property, the following actions/documentation shall be completed:

1. The vehicle operator shall complete a Vehicle Collision Report that details all required information on the form.
2. The vehicle operator and their partner (where applicable) shall both complete Occurrence Reports.
3. Any passengers, or witnesses will be asked to complete a detailed statement.
4. The Paramedic superintendent shall attend the scene where deemed appropriate to complete their investigation. Where it is not reasonable, the Paramedic Superintendent shall complete the investigation remotely.

REFERENCE

- The Highway Traffic Act of Ontario
- Regulation 257/00 Documentation Standards Part II