



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
**ENGINEERING &
ENVIRONMENTAL
SERVICES**

POLICY NUMBER: EES 27

**POLICY TITLE: COMPLETING MOTOR VEHICLE
 INCIDENT REPORTS**

Page 1 of 1

Date Adopted by Council / Motion Number:

12.03.183

PURPOSE:

To give the Incident Commander guidelines to complete the required reports when a Motor Vehicle Incident has occurred.

POLICY:

When Emergency Services are conducted on Provincial Highways, the following steps must be followed:

1. The Incident Commander will ensure that the Incident Forms are completed with all required information.
2. For a Motor Vehicle incident, there are two reports that must be completed.
 - a) MD of Greenview Fire Department Response Report.
 - b) Alberta Transportation Fire and Rescue Report.
3. Upon completion of both reports, a copy is to be forwarded to the Protective Services Office for review and submission.
4. The Protective Services Manager / Fire Chief or designates will ensure the forms are submitted to the appropriate Alberta Transportation Department within the time lines required.

A copy of the Alberta Transportation Department Policy Statement (TCE-DC-501) has been attached as well as copy of Alberta Transportation Fire and Rescue Report.

(Original signed copy on file)
REEVE

C.A.O.