



TOWN OF RAYMOND  
Public Works Department  
Town Offices  
Epping Street  
RAYMOND, NEW HAMPSHIRE 03077

## STANDARD OPERATING GUIDELINE

SUBJECT: VEHICLE ACCIDENT REPORTING		ISSUE DATE: February 14, 1992	NO: 004
ISSUED BY: Dennis G. Mccarthy	APPROVED BY: <i>[Signature]</i> 2/19/92	SUPERSEDES: DATE:	PAGE OF 1 of 2

All operators of Town owned motor vehicles are required to possess the correct license class for the vehicle which they are operating. If an employee is unsure of what class license is required for a particular vehicle or a piece of equipment then the Department Supervisor should be consulted for determination.

Should an employee be requested to operate a vehicle which he or she is unlicensed to operate, said employee must notify the Department Supervisor immediately of their lack of credentials.

Under recently enacted Commercial Drivers License (CDL) regulations, the Town of Raymond must be notified within 30 days of any traffic violation conviction. (except parking). This notification is required regardless of class; type of vehicle being driven; ownership of vehicle; or whether the violation occurred at work or after work. Said notification shall be made through the Department Supervisor or Director.

Notification of license suspension, revocation or cancellation must be made to the Department Supervisor or Director immediately.

The consumption of alcoholic beverages is strictly forbidden during working hours and shall be grounds for immediate dismissal.

If an employee is called out for work after having consumed alcoholic beverage and feels his/her ability at all impaired, the Supervisor shall be notified immediately.

Operators of Town owned motor vehicles must have the proper and current license on their person or within the vehicle being operated at all times.

Accidents involving Town owned vehicles requires investigation by the New Hampshire State Police. Drivers involved in accidents shall immediately notify Raymond Dispatch and the Department Supervisor by radio or phone.



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Vehicles shall not be moved until approval is received from the commanding safety officer or if non-removal would constitute a safety hazard.

It shall be the vehicle operator's responsibility to secure the accident scene by the proper use and placement of breakdown reflectorized triangles, and/or any other reasonable means on hand.

Vehicle operators involved in accidents shall obtain information required within "Vehicle Accident Report Kit". Each Town owned motor vehicle shall be furnished with said kit. Instructions printed on the outside of said kits shall be followed. Do not assume that State Police Report will have all necessary information.

Employees shall bear in mind that the vehicle operators primary responsibility is to provide the most efficient and cost effective vehicle operation in a safe and reasonable manner.