

AREA SUPPORT UNIT CHILLIWACK
STANDARD OPERATING PROCEDURE 10-1

REPORTING OF ACCIDENTS INVOLVING DND (OR RENTED BY DND) VEHICLES

References: A. ASU Chwk SOP 2-2 (amended 18 Feb 00)
B. ASU Chwk SOP 5-2 (amended 18 Feb 00)
C. ASU Chwk SOP 5-3 (amended 18 Feb 00)

GENERAL

1. All accidents involving DND (or rented by DND) vehicles must be reported to the proper official authorities to facilitate reporting procedures and appropriate documentation to Commanding Officers.

AIM

2. The aim of this instruction is to establish procedures to be followed whenever an accident occurs involving DND (or rented by DND) vehicles.

PROCEDURE

3. Whenever a vehicle accident occurs, the following actions shall take place:
- a. immediately contact the local Civilian police agency, which has jurisdiction, as necessary;
 - b. the DND vehicle(s) involved shall be grounded until cleared by the ASU Maintenance section (reference B);
 - c. the vehicle driver will complete a Traffic Accident Report (form DND 423 cardboard format) as soon as possible;
 - d. an e-mail shall be sent to Military Police Service as soon as possible with the following information: a brief summary of the accident; the police report number if known; a description of the Unit vehicles/property involved; time/date/location of the accident;

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Date Issued: 18 February 2000

and injuries (if any). **No personal information (SN/Rank/Name) shall be included in this e-mail;**

- e. written statements from all persons involved in the accident should be obtained;
 - f. the driver's supervisor is to complete a Mobile Support Equipment Accident Report (form DND 424) as soon as possible;
 - g. the Unit is to complete a Maintenance customer service form (Maint Svc-2) and a Driver License Information Sheet (DLIS); and
 - h. the originals of DND 423, DND 424, written statements, Maint Svc-2 and DLSI are to be mailed to the Military Police as soon as possible. It should be noted that these items are considered **Protected B** documents and shall be mailed as such.
4. Once this information is received the Military Police Service personnel will officially record the accident and pass the appropriate information to the ASU Transport and Maintenance sections.
5. As required, the ASU Military Police Service, Transport and Maintenance sections will conduct further investigation.